

ANNUAL REPORT

TOWN OF

SHIRLEY

MASSACHUSETTS



FOR THE FISCAL YEAR

2003

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EMERGENCY NUMBERS

911

POLICE

FIRE/AMBULANCE

425-2644

425-4334

YOUR TOWN GOVERNMENT

7 Keady Way

978-425-2600

	Ext.	PO Box	Email
Accountant	#225	518	Accountant@Shirley-Ma.gov
Assessors	#220	403	Assessors@Shirley-Ma.gov
Board of Health	#260	455	Health@Shirley-Ma.gov
Building Insp.	#260	455	Building@Shirley-Ma.gov
Community Development	#275	455	ComDev@Shirley-Ma.gov
Conservation Commission	#245	1249	Conservation@Shirley-Ma.gov
Planning Board	#240	692	Planning@Shirley-Ma.gov
Recreation Commission	#270	323	Rec@Shirley-Ma.gov
Selectmen	#200	455	Selectmen@Shirley-Ma.gov
Tax Collector	#210	605	Tax@Shirley-Ma.gov
Town Administrator	#200	455	Selectmen@Shirley-Ma.gov
Town Clerk	#205	782	Clerk@Shirley-Ma.gov
Treasurer	#215	518	Treasurer@Shirley-Ma.gov
Zoning Board of Appeals	#255	455	ZBA@Shirley-Ma.gov

DEPARTMENT OF PUBLIC WORKS

978-425-2628

HAZEN MEMORIAL LIBRARY

978-425-2620

SCHOOL DEPARTMENT

978-425-2630



FEDERAL, STATE AND COUNTY OFFICERS

U. S. SENATORS

Edward M. Kennedy
315 Russell Senate Bldg.
Washington, D. C. 20510
Email: senator@kennedy.senate.gov
2400 JFK Federal Bldg.
Boston, MA 02203
(617) 565-3170 FAX 565-3183

John F. Kerry
304 Russell Senate Bldg.
Washington, D.C. 20510
Email: john_kerry@kerry.senate.gov
1 Bowdoin Sq., 10th Floor
Boston, MA 02114
(617) 565-8519 FAX 248-3870

REPRESENTATIVE IN CONGRESS 5TH CONGRESSIONAL DISTRICT

Martin T. Meehan
2447 Rayburn House Office Bldg.
Washington, D. C. 20515
Email: www.house.gov/writerep
Walker Building, Rm. 104
255 Main Street
Marlboro, MA 01752
(978) 460-9292 FAX 460-6869

11 Kearney Sq., 3rd Floor
Lowell, MA 01852
(978) 459-0101 FAX 459-1907

GOVERNOR

Mitt Romney
State House, Rm. 360
Boston, MA 02133
(617) 727-6250 FAX 727-9725

ATTORNEY GENERAL

Thomas F. Reilly
One Ashburton Place, 20th Floor
Boston, MA 02108-1698
Hotline (617) 727-8400
(617) 727-2200 FAX 727-3251

SECRETARY of the COMMONWEALTH

William F. Galvin
State House, Rm. 337
Boston, MA 02133
(617) 727-7030 FAX 742-4722

SENATOR IN GENERAL COURT

Pamela P. Resor
Room 410
State House
Boston, MA 02133
(617) 722-1120 FAX (617) 722-1089

REPRESENTATIVE IN GENERAL COURT

John Eldridge
State House, Room 437
Boston, MA 02133-1054
(617) 722-2800 x6161 FAX (617) 722-2708
Email: rep.JamesEldridge@hou.state.ma.us

DISTRICT ATTORNEY MIDDLESEX CO.

Martha Coakley
40 Thorndike Street
Cambridge, MA 02141-0068
(617) 679-6500 FAX 225-0871

MIDDLESEX REGISTRY OF DEEDS

Eugene Brune, Register
Post Office Box 68
208 Cambridge Street
East Cambridge, MA 02141
(617) 679-6310 FAX 494-9083

MIDDLESEX REGISTRY OF PROBATE

John R. Buonomo, Register
208 Cambridge Street, P.O. Box 410-480
East Cambridge, MA 02141
(617) 768-5808 FAX 225-0781

SHERIFF

James V. DiPaola
Superior Court House
Post Office Box 97
East Cambridge, MA 02141
(617) 494-4400 FAX 577-8373



TOWN ACCOUNTANT

Since my appointment on December 1st, 2003 I have spent my time going over the general ledger and familiarizing myself with the duties of Town Accountant. I have nothing but praise for all of my co-workers who have been extremely helpful in this time period.

I am pleased to say that with the help of the Treasurer, Kevin Johnston and Tax Collector, Holly Haase, cash and receivables have been reconciled. Ambulance and Sewer receipts are also being balanced on a monthly basis.

The Accounting Office faces head on the challenges of the future. The Town of Shirley has had steady growth over the past few years and that trend is continuing. The town's budget has grown likewise. Keeping a handle on revenue is an even more important task than ever.

Financial highlights of fiscal 2003 are covered on the following pages. We are currently working with the firm of Giusti, Hingston & Company, Certified Public Accountants to conduct our fiscal 2003 audit and finalize financial information for the year.

If you have additional questions, please do not hesitate to contact the Accounting office at (978) 425-2600.

Respectfully submitted,

Noreen Blanchette
Town Accountant



Special Revenue Funds Analysis

Account Description

	Beginning Balance	Expend -	Revenues +	Transfers In (Out)	Ending Balance
REVOLVING FUNDS					
SCHOOL LUNCH	(16,095.17)	(182,215.14)	223,114.90	0.00	24,804.59
SCHL BREAKFAST	(3,493.41)	0.00	6,261.75	0.00	2,768.34
HIGHWAY IMPROVEMENT	14.25	(11,210.65)	0.00	0.00	(11,196.40)
TOTAL	(19,574.33)	(193,425.79)	229,376.65	0.00	16,376.53
STATE AND FEDERAL GRANTS					
DISABILITIES GRANT	9,946.79	(14,866.79)	4,920.00	0.00	0.00
HISTORIC RECORDS	0.00	0.00	49.85	0.00	49.85
250 TH ANNIVER	5,252.37	(64,909.67)	94,006.72	0.00	34,349.42
LINDEN MEM GIFT	0.00	0.00	3,394.06	0.00	3,394.06
DEVENS CAPITAL BUY IN	100,000.00	0.00	0.00	(100,000.00)	0.00
SALE OF REAL ESTATE	1,000.00	0.00	0.00	0.00	1,000.00
FIRE TRAILER-CHARITY F.	255.00	(248.52)	0.00	0.00	6.48
FIRE SAFE NMSB DONATION	1,096.55	(747.89)	0.00	0.00	348.66
FY02 COMMUNITY POLICING	10,000.00	(9,688.91)	0.00	0.00	311.09
SALE OF LOTS	9,150.87	(400.00)	4,800.00	0.00	13,550.87
WETLAND PROTECTION FEES	45,181.25	(34,039.94)	2,560.00	(4,000.00)	9,701.31
ARTS LOTTERY DISTRIBUTION	7,180.62	(950.00)	2,030.00	0.00	8,260.62
LIBRARY MUNICIPAL	0.00	0.00	0.00	0.00	0.00
LIG/MEG	12,245.22	(10,692.40)	3,382.96	0.00	4,935.78
EXTENDED VOTING HOURS	7.48	0.00	1,374.00	0.00	1,381.48
NAT'L ENDOW FOR ARTS	5,159.00	0.00	0.00	0.00	5,159.00
KOREAN WAR MEMORIAL GIFT	250.00	0.00	0.00	0.00	250.00
CONSERVATION FOREST GIFT	541.16	0.00	0.00	0.00	541.16
POLICE DARE FUND	(47.92)	0.00	0.00	0.00	(47.92)
COA MART	2,304.02	0.00	0.00	0.00	2,304.02
SENIOR CTR ACCT	1,611.46	(557.14)	31.70	0.00	1,086.02
FIRE SAFETY GRANT	(0.01)	0.00	0.00	0.00	(0.01)
MACHINERY FUND	350.02	0.00	0.00	0.00	350.02
COOK FISHERIES CONCOM	(1,900.50)	0.00	0.00	0.00	(1,900.50)
COA OUTREACH COORDINATOR	3,360.00	(3,360.00)	0.00	0.00	0.00
ROAD PAVING KEYSpan	30,506.00	0.00	0.00	(30,506.00)	0.00
FY03 COMMUNITY POLICE	0.00	(9,366.62)	10,000.00	0.00	633.38
FY03 PUB SAFETY EQUIP	0.00	(20,500.00)	20,500.00	0.00	0.00
FY03 FIRE EQUIP	0.00	(20,692.06)	21,000.00	0.00	307.94
FY03 FIRE SAFE GRANT	0.00	0.00	828.00	0.00	828.00
EOCD/COMM DEVEL	153,754.02	(211,071.63)	2,439.63	0.00	(54,877.98)
SCHOOL BUILDING COMMITTEE	29,539.40	(1,950.26)	0.00	(25,000.00)	2,589.14
SALT SHED – MCI FUNDS	0.00	(173,739.84)	175,000.00	0.00	1,260.16
SCHOOL BLDG CONST	(2,054,922.41)	(10,207,346.10)	146,175.69	0.00	(12,116,092.82)
SCHOOL CAPITAL PROJECTS	511,057.99	(766,787.79)	75,068.00	0.00	(180,661.80)
LANDFILL	20,771.21	(874.36)	0.00	0.00	19,896.85
CEMETERY IMPROVEMENT	15,083.89	0.00	0.00	0.00	15,083.89
SEPTIC GRANT	16,057.80	0.00	10,719.75	0.00	26,777.55
NEW LIBRARY	5,000.73	(1,105.10)	0.00	0.00	3,895.63
SEPTIC GRANT	25,090.77	0.00	75.78	0.00	25,166.55
MCI III- FUND BALANCE	222,533.73	(43,870.45)	31,717.47	(175,000.00)	35,380.75
SUB TOTAL – GOVERNMENTAL	(812,583.49)	(11,597,765.47)	610,073.61	(334,506.00)	(12,134,781.35)
SCHOOL GRANTS					
331 DRUG FREE SCHOOLS FY01	32.97	(32.97)	0.00	0.00	0.00
SHIRLEY CHARITABLE FND	237.80	(2,732.30)	2,500.00	0.00	5.50
305 TITLE I FY00	0.13	0.00	0.00	0.00	0.13
SCHOOL GIFT	38,890.87	(29,612.08)	28,000.00	0.00	37,278.79
305 TITLE I FY01	1.00	(1.00)	0.00	0.00	0.00
FY01 ENHANCE SCH HEALTH	0.08	0.00	0.00	0.00	0.08
FY02 391 COM PARTNER	2,291.84	(2,291.84)	0.00	0.00	0.00
FY02 305 TITLE I	8,468.20	(8,468.20)	0.00	0.00	0.00
FY02 262 EARLY CHILD ALLOC	278.00	(278.00)	0.00	0.00	0.00
FY02 240 SPED 94-142 ALLOC	7,324.44	(7,324.44)	0.00	0.00	0.00
FY02 701 QUAL FL DAY KINDER	16,859.46	(16,859.46)	0.00	0.00	0.00
FY02 274 SPED ED PROGRAM	3,285.00	(3,285.00)	0.00	0.00	0.00
FY02 574 EARLY INTERV LIT	4.00	(4.00)	0.00	0.00	0.00
FY02 255 NAFTER SCH TIME PR	48.37	(48.37)	0.00	0.00	0.00
FY02 789 ENHANCE SCH HEALTH	3,117.89	(3,117.89)	0.00	0.00	0.00
FY02 501 GOALS 2000 PRESERV.	25.05	(25.05)	0.00	0.00	0.00
FY02 331 SAFE AND DRUG FREE	2,847.00	(2,847.00)	0.00	0.00	0.00
FY02 SPED ELECTR PORTFOLIO	31.83	(31.83)	0.00	0.00	0.00



Special Revenue Funds Analysis

Account Description	Beginning Balance	Expend -	Revenues +	Transfers In (Out)	Ending Balance
FY03 625 ACADEMIC SUP SVC	12,300.00	(12,300.00)	0.00	0.00	0.00
FY03 391 COM PARTNER	0.00	(86,744.08)	88,611.00	0.00	1,866.92
FY03 140 IMPROVE EDU QUALITY	0.00	(20,204.33)	26,423.00	0.00	6,218.67
FY03 331 SAFE/DRUG FREE	0.00	(3,837.00)	1,918.50	0.00	(1,918.50)
FY03 302 TITLE V INN PRO	0.00	(2,225.88)	3,871.00	0.00	1,645.12
FY03 701 KINDER ENHANCE	0.00	(66,919.23)	79,200.00	0.00	12,280.77
FY03 262 SPED E.C. ALLOC	0.00	(14,900.50)	15,453.00	0.00	552.50
FY03 305 TITLE I DISTRIBUT	0.00	(70,816.02)	85,170.00	0.00	14,353.98
FY03 160 ENHAN ED – TECH	0.00	0.00	3,118.00	0.00	3,118.00
FY03 652 CLS SZ RD	0.00	(18,337.30)	19,673.00	0.00	1,335.70
FY03 310 MCKINNEY HMELES	0.00	(29,979.56)	30,912.00	0.00	932.44
FY03 240 SPED 94-142 ALLOC	0.00	(117,575.71)	143,414.00	0.00	25,838.29
FY03 274 SPED PRG	0.00	(4,472.65)	7,995.00	0.00	3,522.35
FY03 789 ENHANC HLT SERV	0.00	(44,199.80)	52,946.50	0.00	8,746.70
FY03 599 AFTER SCHOOL SUPP	0.00	(19,790.00)	20,000.00	0.00	210.00
FY03 216 MENTAL HEALTH	0.00	0.00	4,000.00	0.00	4,000.00
FY03 291 E.C. TRNG	0.00	(700.00)	3,500.00	0.00	2,800.00
SPED CIRCUIT BREAKER PR	0.00	(64,665.95)	50,743.61	0.00	(13,922.34)
FY03 262A SPED E.C. ALLOC	0.00	0.00	3,105.00	0.00	3,105.00
SUB TOTAL – SCHOOL	96,043.93	(654,627.44)	670,553.61	0.00	111,970.10
TOTAL STATE & FED GRANTS	(736,113.89)	(12,445,818.70)	1,510,003.87	(334,506.00)	(12,006,434.72)
AMBULANCE	44,180.78	(60,412.29)	203,281.63	0.00	187,050.12
SEWER	719,554.96	(1,872,612.89)	168,768.06	0.00	(984,289.87)
SEWER BETTERMENT	0.00	0.00	1,533,656.59	0.00	1,533,656.59
TOTAL	763,735.74	(1,933,025.18)	1,905,706.28	0.00	736,416.84
OTHER REVOLVING/GIFT ACCOUNTS					
REC KARATE	36.27	0.00	0.00	0.00	36.27
B.O.H. RECYCLING	2,909.55	(348.00)	750.00	0.00	3,311.55
REC ADULT PROGRAMS	5.01	0.00	0.00	0.00	5.01
GIFT FOR BANNER	4,320.00	0.00	0.00	0.00	4,320.00
FLLAC REVOLVING	9,977.55	(8,707.60)	8,903.40	0.00	10,173.35
SOCCER REC	3,124.65	(13,846.33)	21,736.62	0.00	11,014.94
SCHOOL LINK	28.70	0.00	0.00	0.00	28.70
AMBUL GIFT	1,124.00	(72.95)	0.00	0.00	1,051.05
REC BASKETBALL	837.49	(3,051.73)	4,725.00	0.00	2,510.76
POLICE NARCOTIC	381.31	8.32	0.00	0.00	389.63
CABLE PEG ACCESS	42,000.00	(14,113.94)	104,020.02	0.00	131,906.08
REC BASEBALL	(100.00)	0.00	0.00	0.00	(100.00)
AMB DEFIB GIFTS	167.00	0.00	0.00	0.00	167.00
VILLAGE GREEN COM. GIFTS	462.94	0.00	0.00	0.00	462.94
TAG ENRICHMENT	5,207.90	(1,586.31)	0.00	0.00	3,621.59
SCHOOL CHOICE	71,247.52	(262,757.81)	509,039.52	0.00	317,529.23
SCHOOL SUMMER PROGRAM	3,598.82	(3,492.90)	3,439.00	0.00	3,544.92
SELECTMEN LEGAL NOTICE	4,358.34	(280.00)	435.00	0.00	4,513.34
COA GIFT DON	935.58	0.00	0.00	0.00	935.58
COA MART FUND	8,118.05	(31,554.49)	30,064.37	0.00	6,627.93
SCHOOL - FACILITY RENTAL	(690.00)	(1,905.00)	3,710.00	0.00	1,115.00
REV DOG FUND	15,217.21	(5,130.38)	7,744.00	0.00	17,830.83
REC GIFT & DON	4,327.30	(398.40)	419.00	0.00	4,347.90
WWII COMM	4,148.31	0.00	(500.00)	0.00	3,648.31
INSURANCE RECEIPTS	2,007.37	0.00	0.00	0.00	2,007.37
EXTENDED CARE PROGRAM	24,433.98	(69,729.79)	69,779.67	0.00	24,483.86
EARLY LEARNING	13,628.87	(54,069.95)	54,009.50	0.00	13,568.42
SCHOOL CHOICE TRANSP	0.01	(8,334.93)	8,334.93	0.00	0.01
DEPUTY COLLECTOR	4,005.00	(7,160.00)	7,833.00	0.00	4,678.00
BOARDING DOG IMPOUND	33.31	0.00	0.00	0.00	33.31
SHARED TECH	4,000.00	0.00	0.00	0.00	4,000.00
CONSULT SUB/DIV	(8,338.93)	(27,785.43)	55,112.03	0.00	18,987.67
PERLSTEIN GIFT	25.31	0.00	1.65	0.00	26.96
FAGAN GIFT	353.46	0.00	6.11	0.00	359.57
WARNER GIFT	361.08	0.00	6.55	0.00	367.63
POOL & REC AREA GIFT	11,289.35	0.00	6,378.26	0.00	17,667.61
SWIMMING REVOLVING	8,830.57	(15,245.68)	17,797.85	0.00	11,382.74
HISTORICAL GIFT	0.00	0.00	2,022.75	0.00	2,022.75
DEVENS EDUCATION	71,804.53	(388,985.85)	245,797.03	0.00	(71,384.29)
TECHNOLOGY GIFT	0.00	0.00	1,000.00	0.00	1,000.00
BEMIS GIFT					0.00
TOTAL REV ACCT	314,177.41	(918,549.15)	1,162,565.26	0.00	558,193.52

ANNUAL REPORT TOWN OF SHIRLEY, MASSACHUSETTS
FOR THE FISCAL YEAR 2003



Special Revenue Funds Analysis

Account Description	Beginning Balance	Expend -	Revenues +	Transfers In (Out)	Ending Balance
GRAND TOTAL	(286,555.56)	(13,460,294.73)	2,253,144.89	(334,506.00)	(11,828,211.40)

Budget vs. Actual Expenditures

Dept	Dept/Account Name	Appropriated FY03	Expended FY03	Under/(Over) Expended
114	MODERATOR			
	Salary, Elected Position	110.00	0.00	
	Expenses	25.00	0.00	
	Total	135.00	0.00	135.00
122	SELECTMEN			
	Salaries, Elected Officials	7,773.00	7,227.66	
	Appointed, Salary	22,410.00	22,321.00	
	Wages, Hourly part-time	13,560.00	10,394.60	
	Financial Auditor	13,552.00	13,552.00	
	Legal Notices	3,396.53	3,396.53	
	Technical Assistance Grants	3,000.00	1,500.00	
	Expenses	6,426.00	3,805.01	
	Town Report	2,912.00	1,860.05	
	Total	73,029.53	64,056.85	8,972.68
124	PERSONNEL BOARD			
	Expenses	3,000.00	529.15	
	Audit	0.00	0.00	
	Total	3,000.00	529.15	2,470.85
129	EXECUTIVE SECRETARY			
	Salary, Appointed Position	39,660.00	38,203.04	
	Total	39,660.00	38,203.04	1,456.96
131	FINANCE COMMITTEE			
	Appointed, Salary	2,550.00	2,540.20	
	Expenses	200.00	145.00	
	ATM Warrant	3,300.00	2,183.18	
	Total	6,050.00	4,868.38	1,181.62
132	RESERVE FUND			
	Expenses	50,000.00	0.00	
	Total	50,000.00	0.00	50,000.00
135	TOWN ACCOUNTANT			
	Salary, Appointed Position	40,720.00	39,008.66	
	Wages, Hourly, Appointed	28,560.00	28,450.74	
	Expenses	15,550.34	15,550.34	
	Total	84,830.34	83,009.74	1,820.60
136	FINANCE OFFICES			
	Expenses	4,481.00	4,480.62	
	Total	4,481.00	4,480.62	0.38
141	ASSESSORS			
	Salaries, Elected Officials	6,804.00	6,290.31	
	Salary, Appointed Position	33,540.00	26,075.52	
	CONTRACT SERVICES			
	Mapping	3,400.00	1,487.50	
	Contract Services	25,500.00	25,500.00	
	Professional Appraisals	0.00	0.00	
	Expenses	9,574.51	9,416.83	
	Total	78,818.51	68,770.16	10,048.35
145	TREASURER			
	Salary, Appointed Position	43,670.00	43,492.80	
	Wages, Hourly, Appointed	26,720.00	26,658.70	
	Expenses	7,753.50	7,506.53	
	Tax Title	0.00	0.00	



Budget vs. Actual Expenditures				
Dept	Dept/Account Name	Appropriated FY03	Expended FY03	Under/(Over) Expended
	Total	78,143.50	77,658.03	485.47
146	TOWN COLLECTOR			
	Salary, Elected Position	43,670.00	43,492.80	
	Wages, Hourly, Appointed	16,795.38	16,667.78	
	Expenses	12,261.42	12,152.35	
	Tax Taking	0.00	0.00	
	Total	72,726.80	72,312.93	413.87
151	LEGAL EXPENSE			
	Expenses	40,000.00	29,794.99	
	Total	40,000.00	29,794.99	10,205.01
155	COMPUTER OPERATION			
	Computer Technician Services	76,525.00	68,556.79	
	Computer Operations Expense	24,026.14	12,016.00	
	Total	100,551.14	80,572.79	19,978.35
159	OFFICE MACHINES			
	Expenses	6,175.00	6,157.33	
	Total	6,175.00	6,157.33	17.67
161	TOWN CLERK			
	Salary, Elected Position	43,670.00	43,492.80	
	Expenses	2,280.00	783.43	
	Total	45,950.00	44,276.23	1,673.77
162	CONDUCT OF ELECTIONS			
	Expenses	11,374.62	9,312.03	
	Total	11,374.62	9,312.03	2,062.59
171	CONSERVATION COMMISSION			
	Wages, hourly	18,340.00	18,319.47	
	Wages, hourly, Part-time	3,210.00	3,207.67	
	Expenses	4,035.65	2,028.55	
	Total	25,585.65	23,555.69	2,029.96
172	GREENWAY COMM			
	Total	0.00	0.00	0.00
175	PLANNING BOARD			
	Wages, Hourly	19,850.00	19,093.85	
	Expenses	6,360.57	3,404.35	
	Total	26,210.57	22,498.20	3,712.37
176	ZONING BD OF APPEALS			
	Salary, Appointed Position	6,415.00	6,390.28	
	Expenses	889.35	775.06	
	Total	7,304.35	7,165.34	139.01
192	PUBLIC BUILDINGS			
	Wages, Hourly	14,390.00	14,283.99	
	Wages, Hourly Part-time	0.00	0.00	
	Expenses	39,058.46	39,058.46	
	Fuel Heat	15,096.18	14,950.61	
	Total	68,544.64	68,293.06	251.58
211	POLICE DEPARTMENT			
	Appointed Position, Salary Chief	75,150.00	74,859.20	
	Appointed Position, Salary Lt	45,760.00	29,880.24	
	Appointed, Salary	36,670.00	36,524.80	
	Wages, Hourly Custodian	5,400.00	5,135.00	
	Salaries, Wages Hourly (Union)	502,080.00	481,697.26	
	Expenses	82,102.40	81,164.46	
	Total	747,162.40	709,260.96	37,901.44
212	CROSSING GUARD			
	Wages, Hourly	5,200.00	4,872.58	
	Total	5,200.00	4,872.58	327.42
221	FIRE DEPARTMENT			
	Salary, Appointed Position	52,830.00	52,624.00	



Budget vs. Actual Expenditures				
Dept	Dept/Account Name	Appropriated FY03	Expended FY03	Under/(Over) Expended
	Wages, Hourly, Full-Time	214,550.00	204,767.67	
	Wages, On-Call & Overtime	51,923.28	61,705.61	
	Expenses	41,175.48	40,828.61	
	Total	360,478.76	359,925.89	552.87
241	BUILDING INSPECTOR			
	Salary, Appointed Position	33,410.00	33,281.56	
	Wages, Hourly	15,240.00	15,173.60	
	Salary, P.T. Building Inspector	500.00	0.00	
	Expenses	4,488.41	4,488.41	
	Total	53,638.41	52,943.57	694.84
243	GAS/PLUMBING INSPECTOR			
	Salary, Appointed Position	7,470.00	7,437.04	
	Total	7,470.00	7,437.04	32.96
245	WIRING INSPECTOR			
	Salary, Appointed Position	7,470.00	7,437.04	
	Expenses	500.00	143.02	
	Total	7,970.00	7,580.06	389.94
251	COMMUNICATION CENTER			
	Wages, Hourly	149,045.18	148,422.30	
	Expenses	7,638.32	6,574.85	
	Total	156,683.50	154,997.15	1,686.35
291	EMERGENCY MGT			
	Expenses	10.00	0.00	
	Total	10.00	0.00	10.00
292	DOG OFFICER			
	Salary, Appointed Position	11,410.00	11,356.80	
	Expenses	0.00	0.00	
	Total	11,410.00	11,356.80	53.20
296	CONSTABLE			
	Expenses	100.00	10.00	
	Total	100.00	10.00	90.00
311	SCHOOL DEPARTMENT			
	State Chapter 70 Aid Appropriation	4,366,506.00	4,366,506.00	
	Medicaid Reimbursement	60,000.00	60,000.00	
	Local Contribution	1,364,388.00	1,364,388.00	
	Total	5,790,894.00	5,790,894.00	0.00
312	SCHOOL DEPT TRANSPORTATION			
	State Transportation Aid Appropriation	60,374.00	60,374.00	
	Local Transportation Contribution	412,789.00	412,789.00	
	Total	473,163.00	473,163.00	
315	SCHOOL DEPARTMENT			
	Lease of Devens School	50,000.00	50,000.00	
	Total	50,000.00	50,000.00	0.00
316	MEDICAID REIMBURSE BUREAU			
	Expense	0.00	0.00	
	Total	0.00	0.00	0.00
321	NASHOBA VALLEY HS			
	Expenses	159,880.00	119,910.00	
	Total	159,880.00	119,910.00	39,970.00
422	DPW			
	Salary, Appointed Position	63,920.00	61,164.86	
	Wages, Hourly	17,850.00	14,459.07	
	Wages, Hourly (Union)	162,310.00	156,926.12	
	Wages, Hourly (Union Overtime)	2,000.00	1,901.87	
	Expenses	47,503.28	43,781.44	
	Building Maint & Operations	26,511.42	26,485.83	
	Diesel Fuel	0.00	0.00	
	Total	320,094.70	304,719.19	15,375.51



Budget vs. Actual Expenditures				
Dept	Dept/Account Name	Appropriated FY03	Expended FY03	Under/(Over) Expended
423	SNOW & ICE REMOVAL			
	Salary, Wages, Hourly	3,500.00	13,843.00	
	Overtime	11,000.00	24,112.71	
	Expenses	114,500.00	104,447.56	
	Total	129,000.00	142,403.27	(13,403.27)
424	STREET LIGHTS			
	Expenses	21,876.19	21,876.19	
	Total	21,876.19	21,876.19	0.00
426	ROAD & GROUNDS MAINTENANCE			
	Expenses	60,161.25	45,913.53	
	Catch Basin materials	0.00	0.00	
	Total	60,161.25	45,913.53	14,247.72
433	B.O.H./TRASH COLLECTION			
	Trash Collection/Recycling	366,877.08	366,877.08	
	Total	366,877.08	366,877.08	0.00
491	CEMETERIES			
	Superintendent, Wages Hourly	4,970.00	4,970.00	
	Wages, Hourly	2,730.00	2,534.00	
	Expenses	0.00	0.00	
	Total	7,700.00	7,504.00	196.00
492	LANDFILL			
	Expenses	2,000.00	2,000.00	
	Monitoring/Testing	22,900.00	16,460.00	
	Total	24,900.00	18,460.00	6,440.00
511	BOARD OF HEALTH			
	Salary, Appointed Position	0.00	0.00	
	Wages, Hourly	10,665.00	10,621.52	
	Animal Inspector	2,860.00	2,675.40	
	Expenses	1,976.47	1,632.47	
	Total	15,501.47	14,929.39	572.08
512	RECYCLING			
	Wages, Hourly	5,000.00	3,512.88	
	Expenses	3,082.59	3,082.59	
	Total	8,082.59	6,595.47	1,487.12
514	NASHOBA BD OF HEALTH			
	Expenses, Health Services	14,907.00	14,907.00	
	Expenses, Home Care Services	8,019.00	8,019.00	
	Total	22,926.00	22,926.00	0.00
523	MENTAL HEALTH EXPENSES			
	Expenses	11,290.00	11,290.00	
	Total	11,290.00	11,290.00	0.00
541	COUNCIL ON AGING			
	Wages Hourly, Director	0.00	0.00	
	Expenses	2,056.92	580.29	
	Expenses, Senior drop in center	0.00	0.00	
	Total	2,056.92	580.29	1,476.63
542	C.O.A. MLS ON WHEELS			
	Wages hourly, Driver	0.00		
	Expenses	3,000.00	1,102.93	
	Total	3,000.00	1,102.93	1,897.07
543	VETERANS			
	Salary, Appointed Position	5,345.00	5,324.28	
	Expenses	150.00	37.83	
	Benefits	4,000.00	3,423.00	
	Total	9,495.00	8,785.11	709.89
611	LIBRARY			
	Salary, Appointed Position	32,490.00	31,080.54	
	Wages, Hourly	59,045.00	58,541.88	



Budget vs. Actual Expenditures

Dept	Dept/Account Name	Appropriated FY03	Expended FY03	Under/(Over) Expended
	Expenses	34,081.69	33,976.36	
	Computer Technician	0.00	400.00	
	Utilities	14,400.00	13,621.15	
	Total	140,016.69	137,619.93	2,396.76
630	RECREATION			
	Wages/Hourly	3,460.00	2,480.72	
	Program Maintenance	1,616.25	409.85	
	Basketball Expense	3,600.00	3,600.00	
	Soccer Expense	2,800.00	2,800.00	
	Babe Ruth Little League	0.00	0.00	
	Swimming	6,490.02	6,490.02	
	Total	17,966.27	15,780.59	2,185.68
691	HISTORICAL COMM			
	Expenses	316.25	151.59	
	Total	316.25	151.59	164.66
692	MEMORIAL DAY			
	Expenses	2,400.00	2,051.21	
	Total	2,400.00	2,051.21	348.79
694	CENTER TOWN HALL RENOVATIONS			
	Expense	200.00	6.69	
	Total	200.00	6.69	193.31
711	DEBT SERVICE			
	Long Term Principal	284,401.00	284,401.00	
	Long Term Interest	142,973.00	142,792.47	
	Short Term Interest	7,500.00	2,531.51	
	Capital Short Term Interest	8,910.00	0.00	
	School Bld Short Term Interest	503,136.00	463,274.18	
	Total	946,920.00	892,999.16	53,920.84
840	MONTACHUSETT REG. PLAN.			
	Assessment	1,253.00	1,252.26	
	Total	1,253.00	1,252.26	0.74
911	MIDDLESEX CO. RETIREMENT			
	Assessment	293,540.00	293,540.00	
	Total	293,540.00	293,540.00	0.00
913	UNEMPLOYMENT INSURANCE			
	Expenses	43,795.76	43,795.76	
	Total	43,795.76	43,795.76	0.00
914	GROUP HEALTH/LIFE INSURANCE			
	Expenses	954,693.00	914,975.07	
	Total	954,693.00	914,975.07	39,717.93
915	LONGEVITY PAY			
	Expenses	13,075.00	13,076.00	
	Total	13,075.00	13,076.00	(1.00)
916	F. I. C. A./MEDICARE			
	Expenses	80,502.15	74,263.55	
	Total	80,502.15	74,263.55	6,238.60
945	GENERAL INSURANCE			
	Expenses	108,854.00	106,247.00	
	Total	108,854.00	106,247.00	2,607.00
	Total Budget	12,253,124.04	11,917,586.87	335,537.17



AMBULANCE SERVICE

Shirley Ambulance Service ended fiscal year 2003 with a total of 454 ambulance calls. Of the total calls made, 187 were advanced life support (ALS) and 267 were basic life support (BLS). Medical emergencies are broken down as follows:

Ambulance Calls:

Illness/Injury	286
Motor Vehicle Accidents	42
Domestic Violence.....	3
Cardiac Arrest (CPR).....	7
Drug and Alcohol Abuse	20
Industrial Accidents	4
Refusals	45
Calls to Police Lockup	4
A1 Stand-by Fire.....	3
Psychiatric	12
Resident Assist.....	28

Mutual Aid to Other Towns:

Ayer	9
Leominster	2
Lunenburg	2
Lancaster	5
Devens	2
MCI (medium)	8
MCI (maximum)	3

Mutual Aid by Other Towns to Shirley:

Ayer	12
Townsend.....	21 ALS
MedStar.....	28 ALS

Shirley Ambulance Service Roster to Include Certifications:

M1	Dwight (Mike) Detillion, EMT, CPR Instructor, Ambulance Director
M2	Mark Richard, EMT
M3	William Poitras, EMT, C-Med Representative
M4	Roy Ellis, EMT-Intermediate, CPR Instructor, Training Officer
M5	Dana Ranno, EMT
M6	Jason Leblanc, EMT Full-time
M7	Kellie Favreau, EMT
M8	Scott Coates, EMT
M9	Al Deshler, EMT
M11	Jeff Snow, EMT
M10	Dan Harris, EMT-Intermediate Full-time
M12	Marty Scott, EMT-Intermediate Full-time
M13	Beth Wade, EMT-Intermediate
M14	Andrew Devoll, EMT
M15	Rick Gibbons, EMT, Infection Control Officer
M16	Troy Cooley, EMT Full-time
M17	Don Denning, EMT
M18	Joe Hawthorne, EMT Full-time
M19	Patrick Roy, EMT Full-time
M20	Dennis Levesque, EMT Full-time

Shirley Ambulance Service is committed to full-time advanced life support (ALS) ambulance service. We achieve this through our own ALS group as well as mutual aid from Med Star and Townsend Ambulance ALS.

Shirley Ambulance Service operates with full-time EMTs. By staffing 24 hours a day, 7 days a week we are able to get the ambulance out of the station and in route to any emergency immediately. This allows us to get life saving equipment and trained personnel to the scene faster. On-call personnel respond directly to the scene as needed.

A monthly ambulance meeting is held on the third Wednesday of each month at the Library/Fire Station. If citizens have issues, suggestions, or concerns they would like to address directly to the members, please feel free to request time at one of our meetings by calling (978) 425-2642.

Our Paramedic and good friend, Mary Cooper, resigned this year. We would like to express our thanks and dedication for the many years of service Mary gave The Shirley Ambulance Service and the residents of Shirley.



Information and public awareness:**911 Calls**

When calling 911 to report a medical emergency it is important to remain calm so the dispatcher can fully understand the nature of the call. Clearly state your name, address and the nature of the emergency. It is important to know the condition of the patient and if they are conscious or unconscious. DO NOT hang-up with the dispatcher until advised to do so by the dispatcher.

Billing

All patients are billed the standard billing charges for our services as set by Medicare and approved by the Shirley Board of Selectman. Shirley Ambulance Service is a member of Central Mass EMS and affiliated with Nashoba Valley Medical Center. These organizations as well as the Shirley Town Government approve our costs.

Respectfully submitted,

Dwight M. Detillion
Shirley Ambulance Director



BOARD OF ASSESSORS

Each year the Board of Assessors is required by Law to list and value all taxable real and personal property within the community. Assessed values in Massachusetts are based on 100 percent of full and fair market value. Every three years, the Board of Assessors submits their values to the State Department of Revenue for certification. During the years between certification, it is the Assessors' responsibility to maintain these values and reassess properties each year according to the market. During FY2002, the Town continued to see the rising costs of properties and the values to reflect the market.

The Assessor's office underwent changes during FY2003 with the resignations of Assessor Susan Brand and Assistant Assessor Lonna Coke. We want to thank Susan and Lonna for all of their years of experience, hard work, and dedication. The Board then welcomed Thomas Quigley as a new member to the Board and Rebecca Caldbeck as the new Assistant Assessor.

GROSS AMOUNT TO BE RAISED	\$14,097,569.23
ESTIMATED RECEIPTS & REVENUE SOURCES.....	\$8,715,606.68
NET AMOUNT TO BE RAISED BY TAXATION	\$5,381,962.55
REAL PROPERTY VALUATION	\$369,687,957.00
PERSONAL PROPERTY VALUATION	\$16,932,570.00
TOTAL PROPERTY VALUATION	\$386,080,527.00
TAX RATE.....	\$13.94
TOTAL TAX LEVIED.....	\$5,381,962.55
TOTAL ABATEMENTS	\$10,006.44
TOTAL EXEMPTIONS.....	\$88,396.80

Respectfully submitted,
Joseph Saball, Chairman
Robert Goyette
Thomas Quigley



CABLE ADVISORY COMMITTEE

The primary activity of the Cable Advisory Committee in Fiscal Year 2003 was managing the transfer of control of local public access television from the franchise licensee, Comcast, to the Town of Shirley. In preparation for the transfer, Comcast activated Channel 61 on the local cable system and installed a signal return capability in the Town Offices while the Cable Advisory Committee worked with their counterparts in Ayer to arrange an equitable division of equipment from the soon-to-be defunct Comcast studio. The transfer of control was completed on December 31st making cable channel 61 the first television station wholly operated from the Town of Shirley.

The remainder of the Fiscal Year was spent developing the technical and managerial infrastructure to operate a quality Public Access Television station in the Town. A digital video server was purchased to broadcast programming and plans were made to renovate space in the Town Offices for an origination facility. Finally, the Committee worked closely with the Board of Selectmen on the establishment of a non-profit corporation to manage the Public, Educational and Government (PEG) Access Television needs for the Town of Shirley into the future.

Respectfully submitted,

Gary Condon, Chairman
Alan Dressler
William Scally



CEMETERY COMMITTEE

Due to the hard work of the Board of Selectmen, the DPW, and MCI work details, the Cemeteries both in the Village and the Center were mowed. The DPW had a student from Nashoba Valley Regional Technical School, Michael Pare, work at the cemeteries. He did a fine job.

Mr. Thompson, working as Superintendent and Burial Agent has as always done an outstanding effort to make both cemeteries look their best.

The Cemetery Committee authorized the extra granite posts to be used at the renovated Fire/Police Station. The building is a focal point for the continuing evolution of Main and Front St. We disposed of an old lawn mower by bid for parts. As of July 1, 2002 the Cemetery Committee voted in new rates:

SINGLE GRAVE	200.00
PERPETUAL CARE	250.00
BABY GRAVE	NO CHARGE

BURIALS & OPENINGS	
OPENINGS INFANTS	150.00
OPENINGS ADULTS	500.00
After 11:00 AM Saturday	600.00
CREMATIONS	125.00
After 11:00 AM Saturday	175.00

NO BURIALS ON SUNDAY – WINTER BURIALS AS CONDITIONS ALLOW.

Mr. Donald Bradford resigned and moved to Wisconsin. We do need someone to fill that seat.

As of the next fiscal year Mr. Thompson will be retiring as Cemetery Superintendent. He will continue on as Burial Agent and do Vault Maintenance in the Cemeteries. It was voted unanimously.

Respectfully submitted,

Carl Ablett
Kevin Johnston
Phillip Lamoreaux
Sylvia Shipton



CENTER TOWN HALL COMMITTEE

The Center Town Hall Committee meets monthly on the first Tuesday at 7:30 p.m. to oversee the management, maintenance and continued renovation of the facility in its charge. Kathy Bourassa was elected chair and David Stewart was elected vice-chair in 2002. Donna Curry is secretary and treasurer. Kate Field resigned after long and valued service to the Committee. She was and is a long-term advocate for the best interests of the Center Town Hall. Her resignation was accepted with great regret. Doreen Manning and Jodie Rachman have been elected to the Committee, adding important strength and vitality to its work. The committee continues to seek new members that represent town organizations making regular use of the facility.

Building use continues at an increasing level of activity with the primary users being the Council on Aging Drop-In-Center and the office for Bob Addonizio who schedules the MART van and the Meals on Wheels program of the COA on a daily basis. Bob also keeps an eye on building security and systems for the committee and this is appreciated. The Grange, the Girl Scouts and Boy Scouts, Gardeners' Exchange, the Historical Society and the Friends of the Common are other regular users of the building. A revised fee schedule for use of the Hall by out of town organizations and individuals has been adopted and approved by the Board of Selectmen. It is available from members of the Committee and from the Selectmen's Office. Use by town organizations is encouraged.

With the recent major renovation projects including painting of building interiors and the exterior of the Hearse House, to the right of the Center Town Hall was scraped and painted the Committee is addressing the need for renovation and handicapped access for the rear annex and second floor of the Hall. Conceptual planning for the renovation of the kitchen and toilet of the annex has been completed thanks to the generous and extra-ordinary work of Shirley's own Don Reed. This major forward-looking project to enhance and protect the quality and safety of the historic landmark will be the major undertaking of the Committee in 2004 and beyond. Included in the project will be a small addition for a code-compliant stairwell and a handicapped accessible elevator to the second floor. Don Reed has executed the drawings with floor plans and elevations and is obtaining cost estimates for such a project. The Committee is researching the availability of Federal and State grant funding and will place a line item for the project cost in the Town's Capital Planning Schedule.

The specific rationale for the project, aside from the much-needed upgrade of this final portion of the facility, is the urgent need for safe and handicapped access to the major second floor meeting room of the building. (Private funding would be very welcome for this significant project for a major historic facility on the Common.)

Respectfully submitted,

Kathy Bourassa, Chair
David Stewart, Vice-Chair
Donna Curry, Treasurer and Secretary
Lauren MacCarthy
Doreen Manning
Jodie Rachman



TOWN CLERK

**MASSACHUSETTS STATE PRIMARY
DEMOCRATIC PARTY – SEPTEMBER 17,2002
BALLOTS CAST – 651**

SENATOR IN CONGRESS

John F. Kerry	555
Others	1
Blanks	95

GOVERNOR

Thomas F. Birmingham	104
Steven Grossman	3
Shannon P. O'Brien	248
Robert B. Reich	167
Warren E. Tolman	123

LIEUTENANT GOVERNOR

Christopher F. Gabrieli	250
Lois G. Pines	204
John P. Slattery	136

ATTORNEY GENERAL

Thomas F. Reilly	526
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SECRETARY OF STATE

William Francis Galvin	505
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TREASURER

Michael P. Cahill	83
Timothy P. Cahill	226
Stephen J. Murphy	89
James W. Segel	144
Blank	109

AUDITOR

A. Joseph DeNucci	483
Blank	168

REPREENATIVE IN CONGRESS

Martin T. Meehan	523
Blank	128

COUNCILLOR

Marilyn M. Pettitto Devaney	463
Blank	126

SENATOR IN GENERAL COURT

Pamela P. Resor	525
Blank	126

REPREENATIVE IN GENERAL COURT

James B. Eldridge	306
Ronald Lamothe	38
Paul E. Linet	166
David "Doc" Westerling	94
Faye Morrison	1
Blank	46

DISTRICT ATTORNEY

Martha Coakley	502
Blank	149

REGISTER OF PROBATE

John R. Buonomo	155
Diane Poulos Harpell	204
Ed McMahon	134
Blank	158



REPUBLICAN PARTY–SEPT. 17, 2002
BALLOTS CAST 344

SENATOR IN CONGRESS

Jack Robinson	11
Joy Ann Sheeley	1
Howe Carr	1
Blanks	331

GOVERNOR

Mitt Romney	313
Blanks	31

LIEUTENANT GOVERNOR

Kerry Murphy Healey	201
Jim Rappaport	135
Blank	8

ATTORNEY GENERAL

Write-ins	3
Blanks	341

SECRETARY OF STATE

Jack E. Robinson, II	203
Blanks	141

TREASURER

Daniel A. Grabauskas	153
Bruce A. Herzelder	149
Blank	42

MASSACHUSETTS STATE PRIMARY
GREEN PARTY SEPTEMBER 17, 2002
BALLOTS CAST: 0

MASSACHUSETTS STATE PRIMARY
LIBERTARIAN PARTY SEPT. 17, 2002
BALLOTS CAST: 8

SENATOR IN CONGRESS

Michael E. Cloud	8
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GOVERNOR

Carla A. Howell	8
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LIEUTENANT GOVERNOR

Richard P. Aucoin	8
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AUDITOR

Write-Ins	2
Blanks	342

REPRESENTATIVE IN CONGRESS

Charles McCarthy	188
Thomas P. Tierney	117
Blanks	39

COUNCILLOR

Write-In	1
Blanks	343

SENATOR IN GENERAL COURT

Mary Jane Hillery	245
Blank	99

REPRESENTATIVE IN GENERAL COURT

Todd D. Fenniman	248
Blanks	96

DISTRICT ATTORNEY

Write ins	2
Blanks	342

REGISTER OF PROBATE

John W. Lambert	245
Blanks	99

MASSACHUSETTS STATE ELECTION



TUESDAY NOVEMBER 5, 2002

BALLOTS CAST: 2205

SENATOR IN CONGRESS

John F. Kerry	1504
Michael E. Cloud	514
Write In	40
Blanks	147

GOVERNOR AND LIEUTENANT GOVERNOR

Howell & Aucoin	43
O'Brien & Gabrieli	755
Romney & Healey	1277
Stein & Lorenzen	91
Johnson & Schebel	22
Blanks	17

ATTORNEY GENERAL

Thomas F. Reilly	1613
Others	8
Blanks	584

SECRETARY OF STATE

William Francis Galvin	1349
Jack E. Robinson, III	706
Blanks	150

TREASURER

Timothy P. Cahill	1005
Daniel A. Grabauskas	940
James O'Keefe	144
Blanks	116

AUDITOR

A. Joseph DeNucci	1314
Kamal Jain	307
John James Xenakis	284
Blanks	300

REPRESENTATIVE IN CONGRESS

Martin T. Meehan	1209
Ilana Freedman	158
Charles McCarthy	750
Blanks	88

COUNCILLOR

Marilyn Petitto Devaney	1446
Blanks	759

SENATOR IN GENERAL COURT

Pamela P. Resor	1306
MaryJane Hillery	767
Blanks	132

REPRESENTATIVE IN GENERAL COURT

James B. Eldridge	1134
Todd D. Fenniman	966
Others	6
Blanks	99

DISTRICT ATTORNEY

Martha Coakley	1553
Others	647

REGISTER OF PROBATE

John R. Buonomo	954
John W. Lambert	1009

QUESTION 1

Yes	1081
No	1047
Blanks	77

QUESTION 2

Yes	1645
No	495
Blanks	65

QUESTION 3

Yes	465
No	1651
Blanks	89

TOWN OF SHIRLEY



SPECIAL TOWN ELECTION – NOVEMBER 12, 2002**BALLOTS CAST: 788****BOARD OF SELECTMEN - Unexpired one yr. Term**

Leonardo M. Guercio	443
William St. Coeur	336
Others	8
Blanks	1

TOWN OF SHIRLEY**ANNUAL TOWN ELECTION - May 13, 2003****BALLOTS CAST: 929****MODERATOR – Unexpired 2 yr.**

George H. Knittel	775
Blanks	154

CONSTABLE – 3 YRS

Robert F. Hippler	751
Blanks	178

BOARD OF SELECTMEN – 3 YRS

Leonardo M. Guercio, Jr	532
William J. St. Coeur	384
Blanks	13

SCHOOL COMMITTEE 3 YRS VOTE 2

Don W. Parker	692
Joyce L. Reischutz	377
Robert E. Prescott Jr.	613
Blanks	176

BOARD OF ASSESSORS – 3 YRS

Joseph A. Saball	726
Others	7
Blanks	203

SCHOOL COMMITTEE – UNEXP. 2 YR.

Hugh S. Muffoletto	698
Others & Blanks	231

BOARD OF ASSESSORS**UNEXPIRED 2 YR.**

Thomas Quigley	49
Charles Church	19
Others & Blanks	880

RECREATION COMMITTEE – 3 YR.

Blanks and scatterings	917
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RECREATION COMMITTEE**UNEXP. 2 YR.**

Blanks and scatterings	929
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PLANNING BOARD – 5 YRS

Lewis I. Nathan	664
Blanks	265

SEWER COMMISSION – 3 YR.

Robert C. Schuler	672
Blanks	257

PLANNING BOARD – UNEXP. 4 YR.

William R. Poitras	712
Blanks	217

WAR MEMORIAL TRUSTEE (VET)**3 YR**

Donald W. Sidilau	715
Blanks	214

PLANNING BOARD ASSOCIATE 2 YR

Rebekah L. Pavlik	636
Blanks	293

WAR MEMORIAL TRUSTEE (Vet) UNEXP. 2 YR

M. Gionet	3
Scatterings	6
Blanks	920

LIBRARY TRUSTEE 3 YRS VOTE 2

Susan M. Johnson	700
Judy L. Stanislaw	728
Blanks	430

BOARD OF HEALTH – 3 YRS.

Jacqueline A. Esielionis	677
Blanks	252

LIBRARY TRUSTEE UNEXP. 1 YR.

Thomas C. Lynch	716
Blank	213



**SPECIAL TOWN MEETING
MARCH 10, 2003 7:15 PM,
LURA A. WHITE SCHOOL**

George H. Knittel, acting Moderator, opened the meeting at 7:18 pm. He appointed Holly Haase, Jim Thibault, Bernard Sweeney and Linda Quinones as tellers for the meeting. Bernard Sweeney led for the Pledge of Allegiance. Mr. Knittel introduced himself and gave the ground rules of the meeting. Kyle Keady, Town Administrator, gave an overview of the shortfall of money and that it will be worse next year. Chairman, Charles Shultz called for a moment of silence for former Town Administrator, L. Thomas Linden, who died in the summer.

Article 1 Pay Prior Year's Bills

Motion made and seconded that the Town appropriate the following sums of money, to be expended by the Departments indicated, in order to pay bills of a prior Fiscal Year for the goods or services described:

Department	Vendor	Goods/Services	Amount
Public Bldgs	MassElectric	Utilities – Elec.	\$ 3.85
Public Bldgs	Keyspan	Utilities – Gas	\$ 33.87
Police Dept	Mass Dev	Water Service	\$ 102.40
Public Works	Keyspan	Utilities – Gas	\$ 141.72
Public Works	John Deere	Repair – Mower	\$ 858.40
Public Works	Assabet Mack	Repair – Mower	\$ 104.00
Fire Dept	Bill's Citgo	Fuel	\$ 211.53

Such appropriation to be provided by transfer of \$1,455.77 from available funds.

Voice Vote: Passed Unanimously.

Article 2 Reduce Appropriations for the Current Fiscal Year

Motion made and seconded that the Town reduce by the following sums of money the specified Lines and Accounts of the following Departmental Budgets for the current Fiscal Year.

	FY03		Reduction	Revised
Dept	Line & Account	Amount	Appropriation	
Exec. Sec	#129, Appointed	\$ 12,000	\$ 39,660	
Town Accountant	#135, Salary, Appointed	\$ 7,000	\$ 40,720	
Planning Board	#175, Wages Hr, Appt	\$ 3,000	\$ 19,850	
Police Dept.	#211, Appt Position, Lt	\$ 12,000	\$ 45,760	
School Dept	#311, Local Contribution	\$ 90,000	\$ 1,364,388	
DPW	#422, Wages Hourly	\$ 5,000	\$ 17,850	
DPW	#422, Wages HR\r(Union)	\$ 10,000	\$ 162,310	

Voice Vote: Passed Unanimously



Article 3 Supplement Appropriations for Current Fiscal Year

Motion made and seconded that the Town appropriate the following sums of money, to be expended by the Departments indicated, in order to supplement specified Line Items in their respective Budgets for the current Fiscal Year.

Supplement Appropriations for Current Fiscal Year FY03

Department	Line & Account	Amount	Supplemental Appropriation	Revised
Reserve Fund	#132, Expenses	\$ 20,000	\$ 70,000	
Town Accountant	#135, Expenses	\$ 7,000	\$ 11,850	
Computer Operations	#155, Town/Library	\$ 59,425	\$ 76,525	
Computer Operations	#155, Expense	\$ 4,900	\$ 13,000	
Planning Board	#175, Expenses	\$ 3,000	\$ 6,325	
Public Buildings	#192, Telephones	\$ 3,500	\$ 3,500	
School Department	#311, Medi Reim	\$ 20,000	\$ 60,000	
Snow & Ice	#423, Expense	\$ 50,000	\$ 114,500	
Unemployment Ins	#913, Expenses	\$ 25,000	\$ 41,000	
Grp Health/Life Ins	#914, Worker Comp	\$ 50,000	\$ 50,000	
General Insurance	#945, Expenses	\$ 5,000	\$ 108,854	

Such appropriation to be provided by:

1. a transfer of \$107,544.23 from available funds
2. a transfer of \$100,000 from the Devens Capital Account
3. a transfer of \$20,280.77 from the Stabilization Fund
4. \$20,000 from anticipated Medicaid Reimbursement

Voice vote: Passed Unanimously

Article 4 Transfer Unneeded Appropriation

Motion made and seconded that the Town transfer \$12,661.25 voted in part to replace the Storm Water Drainage in Center Road as authorized at the Annual Town Meeting held on June 13, 2000 under Article 23 of the Warrant; and appropriate said \$12,661.25, to be expended under the control of the Board of Selectmen, for purposes of providing engineering services relative to the Town of Shirley's Phase II Storm Water Management Plan and the submission of a Notice of Intent application as required the Commonwealth's Department of Environmental Protection.

It was explained that the correction of the drainage on Center Rd. was done under the Sewer Installation Project and the appropriated money not used. The Stormwater rules are new and involve submitting applications which require engineering services.

Voice Vote: Passed Unanimous Vote.



Article 5 Revision to Town's Finance Committee By-Law

Motion made and seconded that the Town amend Article II of the Town of Shirley By-Laws by striking out in Section 1 the paragraph:

"There shall be a Finance Committee consisting of seven members, all of whom shall be legal voters of the Town of Shirley appointed by the Moderator hereinafter provided. In addition, the Town Accountant, as Budget Officer of the Town, shall be an ex officio non-voting member, expected to attend all meetings regarding appropriations. The six members appointed by the Moderator shall normally serve for three-year terms so arranged by the Moderator that two terms shall expire at the end of each year. Except as approved by the Selectmen, no one holding an elective office, no employee of the Town, and no appointed officer receiving a salary, other than the Town Accountant, shall be eligible to be appointed to said Committee." and inserting in its place the following paragraphs:

"There shall be a Finance Committee consisting of seven members appointed by the Moderator. All of the members shall be registered voters of the Town of Shirley. The members shall each serve for a three-year term, so arranged by the Moderator that two or three terms shall expire at the end of each year.

In addition, the Town Accountant, as Budget Officer of the Town, shall be an ex-officio non-voting member of the Finance Committee. Except as approved by the Selectmen, no one holding an elective office, no employee of the Town, and no appointed officer receiving a salary, other than the Town Accountant, shall be eligible to be appointed to said Committee."

Voice Vote: Passed Unanimously

Article 6 Acquire Land on Benjamin Road

Motion made and seconded that the Town authorize the Selectmen to acquire, by gift, for Park and Recreational purposes, a certain parcel of land with the buildings thereon, located on the easterly side of Benjamin Road in Shirley being identified on the Town of Shirley Assessor's Map 40-A as Lot 1.3 and consisting of approximately one acre currently owned by J&A Realty Trust.

Voice Vote: Passed Unanimously.

Article 7 Purchase of Longley Farm

Motion made and seconded that the Board of Selectmen is hereby authorized to acquire by purchase, gift, eminent domain or otherwise for the sum of \$1,030,000 and to accept the deed of a fee simple interest for a certain property together with the buildings thereon, known as the Longley Farm on Whitney Road consisting of 73 acres, more or less, as shown on a plan entitled "Plan of Land in Shirley, Mass., Surveyed for Louise H. Longley" made by David E. Ross Associates, Inc., dated October 2001 to be recorded with Middlesex South District Registry of Deeds, currently owned by Louise H. Longley, upon such terms and conditions as the Board shall determine to be appropriate, for conservation and passive recreation purposes to be managed and controlled by the Shirley Conservation Commission in accordance with Massachusetts General Laws Chapter 40 Section 8C, and further that the Town: a) appropriate and transfer from the Conservation Commission Land Acquisition Fund the sum of \$20,000, appropriate and transfer from the Stabilization Fund the sum of \$10,000, accept gifts, and appropriate and borrow the sum of \$1,000,000 for this purpose and any expenses related thereto; b) that the Town Treasurer with the approval of the Board of Selectmen, in order to meet such appropriation, is hereby authorized to borrow said sum of \$1,000,000 under Chapter 44 of the General Laws, as amended, or any other enabling authority, and to issue bonds or notes therefore; c) that the Board of Selectmen and/or the Conservation Commission is hereby authorized to file on behalf of the Town any and all applications deemed necessary for grants and/or reimbursements from any state and/or federal programs including those in aid of conservation land acquisition and to receive and accept such grants or reimbursements for this purpose; and d) that the Board of Selectmen and Town officers are hereby authorized to enter into all agreements and execute any and all instruments, including a Self-Help Program Grant Agreement with The Commonwealth of Massachusetts, which may contain restrictions and covenants, as may be necessary on behalf of the Town to effect said acquisition; provided further that no monies of the Town shall be expended unless and until the Town shall have been awarded a grant from The Commonwealth of Massachusetts Executive Office of Environmental Affairs in an amount not less than \$1,000,000.

Motion made and seconded by the Finance Committee to change the amount of money from the Stabilization Fund to \$5,000.00 as the Conservation Committee Land Fund had enough money to fund this.

Vote on the amendment: Yes 55; No. 42 passed. Amendment changed funds with \$25,000 from Conservation Land Fund and \$5,000.00 from Stabilization Fund.



Amended article: Voted 110 to 0 Passed Unanimously

Chairman Charles Shultz expressed the community's thanks to the Longley family.

Article 8 Acquire Land on Clark Road

Motion made and seconded that the Town take no action on Article 8.

There was considerable discussion on the Clark Rd. land and why the town was not taking action. There was a vote of 27 yes and 73 no. The voters wanted to take action on this parcel. The discussion ensued on the town's finances which are and will be bleak for some years. After a full explanation by the Town Administrator on the shortfall the question was moved by a 91 to 6 vote. As the town had taken action and it was defeated, the moderator declared the business of the meeting over.

Motion made and seconded to adjourn. Meeting closed at 9:01 PM.

Amendment to Article 7 Purchase of Longley Farm

Mister Moderator:

I move that Article 7 be amended by striking out in clause (a) the words:

a) "appropriate and transfer from the Conservation Commission Land Acquisition Fund the sum of \$20,000, appropriate and transfer from the Stabilization Fund the sum of \$10,000, accept gifts, and appropriate and borrow the sum of \$1,000,000 for this purpose and any expenses related thereto;"

And insert in its place the following words:

a) "appropriate and transfer from the Conservation Commission Land Acquisition Fund the sum of \$25,000, appropriate and transfer from the Stabilization Fund the sum of \$5,000, accept gifts, and appropriate and borrow the sum of \$1,000,000 for this purpose and any expenses related thereto;"

Special Town Meeting

April 28, 2003

Acting Moderator, George Knittel, opened the meeting at 7:15 PM. Bernard Sweeney and Jacqueline Eselionis were counters for the evening and the Moderator swore them to their duties. Veterans' Agent, Sweeney led the meeting in the Pledge Of Allegiance. Chairman of the Board of Selectmen presented the articles.

Article 1 Mixed Use Development Overlay District

Motion made and seconded that the Town amend its Protective Zoning By-Law by inserting the following new Section 14 "MIXED USE DEVELOPMENT OVERLAY DISTRICT", as set out in Appendix A of this Warrant, or take any other action relative thereto.

Section 14: Mixed Use Development Overlay District

14.1 General

In order to permit a mixture of residential and commercial uses and a variety of building types, tracts of land within the Mixed Use Development Overlay District may be developed under a Special Permit with site plan approval granted by the Planning Board as hereinafter defined and limited. The Mixed Use Development Overlay District shall only pertain to the area of the Town known as C-1 Commercial Village.

14.2 Special Permit Authority

The Planning Board may grant a Special Permit with site plan approval for construction of a Mixed Use structure in the Mixed Use Development Overlay District. The Special Permit shall conform to this Section and to M.G.L. Chapter 40A, Section 9 and to regulations, which the Board shall adopt for carrying out its requirements hereunder. The Board shall consider and make recommendations regarding, among other things, the architectural value and significance of the site, building or structure, the general design, arrangement and texture, materials and color of the features involved and the relation of such features to similar features of buildings and structures in the surrounding area. In the case of new construction or additions to existing buildings or structures, the Board shall consider the appropriateness of the size and shape of the building or structure both in relation to the land area upon which the building or structure is situated and to the buildings or structures in the vicinity. Further, the Board may, in appropriate cases,



impose dimensional and set back requirements in addition to those required by this Section. The Board shall not consider interior arrangements or architectural features not subject to public view.

14.3 Applicant Requirements

Applicants requesting Special Permits under this Section shall submit to the Planning Board, all documents and fees as required by Section 7.4 of the Town of Shirley Zoning Bylaw. In addition, every applicant must furnish proof of ownership of the property regarding the application. If the application for a Special Permit involves land under more than one ownership, each owner of the land included in the plan shall be party to the application, and upon approval, subject to its provisions. Signatures of all parties shall be required to process the application.

14.4 Permitted Uses

In a Mixed Use Development Overlay District, the following uses shall be permitted:

- a. Residential, only on floors above the ground floor.
- b. Business, only within the first two floors.
 1. Restaurants.
 2. Theaters.
 3. General retail sales and services (excluding retail sales of motor vehicles, boats, mobile homes and house trailers, automobile service stations and drive through banking facilities).
 4. Banks and financial services.
 5. Business and professional offices.
 6. All other uses as permitted in the MU Schedule of Use Regulations, Section 2 of the Zoning Bylaw.
 7. No drive-thru services shall be allowed for any use.
- c. Expansion of existing buildings
Special Permits may be granted to a Mixed Use Development project that would permit upper floor additions to buildings provided that the square footage of each completed upper floor be equal to at least eighty (80) percent of the total square footage of the first floor and if the project meets all the parking and site plan criteria required by the Board and meets State Building Code requirements.

14.5 Design Requirements:

Dimensional requirements shall be those in Section 3.1 of the Zoning Bylaw.

Parking: In all mixed use projects, adequate off street parking shall be provided for all vehicles associated with the residential portion of the structure. Otherwise, parking shall be provided at the following rates, unless otherwise permitted by the Board, for the different types of uses within the Mixed Use Development Overlay District on land in the same ownership or on a separate parcel, provided the nearest parking space is within 300 feet of a principal entrance to the building that the parking lot will serve, and further provided that an agreement will be recorded dedicating the parcel to parking use for the reasonable life of the building. All off-street parking areas shall be required to have an area whereby the vehicles using the property can turn around on the property before returning to the street. No backing out onto Town roads shall be allowed.

Residential = Two (2) spaces per dwelling unit.

Commercial or business = One (1) space per 1200 square feet or part thereof.

Offices and Services = One (1) space per 300 square feet or part thereof.

Theaters, restaurants and places of public assembly = One (1) space for every four seats.

The design standards for off-street parking spaces shall be 8.5 feet by 20 feet or as allowed by the Board.

Height: In all Mixed Use Projects, the height of buildings shall not exceed 45 feet or three (3) floors above the mean finished grade of abutting properties.

14.6 Plan Requirements

Prior to investing in extensive professional design efforts for the site plan, it will often prove useful to review the proposed development of a parcel of land with the Planning Board, in order that general approaches and potential problems can be freely explored. Pencil sketches, which need not be professionally prepared, will assist in the discussion and might show some but not all of the information required on the final plans.

The final plans shall be prepared by a Registered Professional Engineer and/or Land Surveyor using modern drafting techniques through the use of CAD or shall be clearly and legibly drawn in black India ink



upon tracing cloth or mylar 24 inches by 36 inches. The plans shall be to a scale not less than one (1) inch equals 40 feet or other scale as the Board shall prescribe to show details clearly and adequately. The plans shall be clearly designated "Plan for Mixed Use Development Overlay District". Such final plans shall include the following information:

- a. A title block shall be located at the lower right corner and shall contain the project name, the engineer's and/or surveyor's name and seal, the name of the owner and/or applicant and the date.
- b. Suitable space shall be reserved for recording the action of the Board, the date of such action and the signatures of the members of the Board.
- c. Boundary lines of bordering adjacent land or of land across an adjoining street or way from the property being developed and the names of the owners of such abutting land, as determined from the Town's most recent tax list.
- d. Location, direction, name and present widths of streets, easements and public or private ways, bounding, approaching or within a reasonable proximity of the development.
- e. Location and outline of all existing buildings and site features such as existing stone walls, fences, large trees or wooded areas, rock ridges and outcroppings, swamps, floodplain areas, water bodies and water courses.
- f. Acreage of the property and lot lines, bearings and dimensions thereof in conformity with the Zoning Bylaw.
- g. Location and purpose of all existing and proposed easements within the development area.
- h. Whenever uncertainty exists regarding areas claimed to be buildable or upon request of the Board of Health or Conservation Commission the plan shall also contain the approximate proposed location of the main building or buildings on the property in question, such location to comply with the Zoning Bylaw.
- i. Depiction of the building envelope in conformity with the Zoning Bylaw.
- j. Location of all off street parking areas and turn-arounds as required by the Zoning Bylaw.

Hand Vote: Declared Unanimous.

Article 2 Classes of Districts

Motion made and seconded that the Town amend Section 2.1 of its Protective Zoning By-Law, Establishment of Districts, by adding District "MU Mixed Use Overlay District."

Hand Vote: Declared Unanimous

Article 3 Overlay Districts

Motion made and seconded that the Town amend Section 2.2 of its Protective Zoning By-Law, Overlay Districts, by adding District "MU Mixed Use Overlay District".

Hand Vote: Passed Unanimous.

Article 4 Schedule of Use Regulations

Motion made and seconded that the town amend Section 2.6 of its Protective Zoning By-Law, "SCHEDULE OF USE REGULATIONS", by deleting the "SCHEDULE OF USE REGULATIONS" in its entirety and replacing it with a new "SCHEDULE OF USE REGULATIONS.

Hand Vote: Declared Unanimous, Schedule of Use Regulations available at the Town Clerk's office



Article 5 Dimensional Controls

Motion made and seconded that the Town amend its Protective Zoning By-Law by deleting in its entirety SECTION 3.1, "SCHEDULE OF DIMENSIONAL CONTROLS", and replacing it with a new SECTION 3.1, "DIMENSIONAL CONTROLS", as set out in Appendix C of this Warrant.

3. DIMENSIONAL CONTROLS

3.1 Schedule of Dimensional Controls

No principal or accessory building or structure in any district shall be located, constructed, changed, enlarged or permitted and no use of premises or land in any district shall be permitted which does not conform to the density and dimensional regulations as set forth in the following Schedule of Dimensional Controls covering lot sizes, yard dimensions and building height.

- (1)* These dimensional controls may be waived in accordance with the provisions of Section 4.2, Cluster Residential Housing, upon the issuance of a special permit.
- (2)* Minimum yard adjacent to residential district is 50 ft.
- (3)* Hammerhead Lots see Section 4.3.
- (4)* Special Permit, Board of Appeals.
- (5)* See special regulations for Multi-Family Housing under Section 4.1.

Hand Vote: Passed Unanimously. Table of Dimensional Controls are available at the Town Clerk's office.

Article 6 Fences

Motion made and seconded that the Town amend its Protective Zoning By-Law by inserting the following new Section 16 "FENCES", as set out in Appendix D of this Warrant.

Section 16: Fences

16.1 General

In the interest of public safety, the installation of any permanent manmade or vegetative fencing or wall within twenty five feet (25') of a street right of way or pavement shall require the issuance of a Fence Permit and/or Building Permit as prescribed by the State Building Code and required by the Building Inspector. Any fence erected for the protection of public safety and associated with an approved construction project, demolition project or a temporary event (an event not lasting more than 30 consecutive days) shall not require the issuance of a Fence Permit. All applications for a Fence Permit shall be to the Building Inspector and shall include a plot plan drawn to scale showing the location of roadways and property lines. The Building Inspector shall enforce this section.

16.2 Setbacks

All fences shall be set back a minimum of five (5) feet from the street right of way and at least five (5) feet from the edge of pavement. All vegetative fencing located on the front property lines or within the site triangle as described in Section 16.3, shall be placed far enough back from the lines so as to maintain the required set backs at mature growth.

16.3 Site Triangles

The site triangle is that area at the intersection of street right of ways or pavement with other streets, driveways or walkways, formed by the side lines of street right of ways or pavement, driveways or walkways and a line joining points on such lines twenty five (25) feet distant from their point of intersection. In the case of a rounded corner, from the point of intersection of their tangents. No fence, wall or landscape plantings shall be located within such a site triangle so as to obstruct visibility between a height of three and one half (3-1/2) feet and a height of eight (8) feet above the plane through their curb grades.

16.4 Recreational and Athletic Facilities

Fences required as part of athletic facilities such as, but not limited to, softball diamond or tennis courts may be permitted at heights in conformance with the established recreation standards.

16.5 Finished sides

The finished side of all fences shall be erected outward to abutting properties. Exceptions due to site layout and abutting properties may be allowed as approved by the Building Inspector.



16.6 Maintenance

All fences, walls and vegetated barriers shall be properly maintained. Any fence, wall or vegetated barrier in disrepair shall be promptly repaired or removed.

Discussion as to town's right of way and where side of road is judged to be. Amendment made regarding having fences start "at least 5" from the edge of the pavement." It was pointed out that even that distance might have someone building on town land.

Voted Yes 9; No 33; amendment failed.

Vote on the article was Yes 40; No. 5 Passed by 89%

Article 7 Corner Lot Road Visibility

Motion made and seconded that the Town amend its Protective Zoning By-Law by deleting in subsection 3.2.13 the following paragraph:

"Within an area formed by the side lines of intersecting street and a line joining points on such lines fifteen (15) ft. distant from their point of intersection, or in the case of a rounded corner, from the point of intersection of their tangents, no structure shall be erected and no foliage maintained between a height of three and one-half (3-1/2) feet and a height of eight (8) feet above the plane through their curb grades."

and inserting in its place the following paragraph:

"Within an area formed by the side lines of intersecting street right of ways or pavement, walkways and driveways; and a line joining points on such lines 25 feet distant from their point of intersection, or in the case of a rounded corner, from the point of intersection of their tangents, no structure shall be erected and no foliage maintained between a height of three and one-half (3-1/2) feet and a height of eight (8) feet above the plane through their curb grades."

Hand Vote: YES 41; NO 1; Passed by two-thirds.

Article 8 Definitions

Motion made and seconded that the town amend Section 11 of its Protective Zoning By-Law, Definitions, by adding the following subsection:

11.12A Fence: An artificially constructed barrier of any material or combination of materials erected to enclose or screen areas of land, including but not limited to wire, metal, board, posts and natural vegetation, or take any other action relative thereto.

HAND VOTE: Passed Unanimously.

Article 9 In-Law Apartment – No Special Permit

Motion made and seconded that the Town amend its Protective Zoning By-Law by inserting a new Section 4.10A: In-law Apartment - No Special Permit, as set out in Appendix E.

Section 4.10A: In-law Apartment No Special Permit

4.10A General

It is the intent of this Section to provide for the use of a portion of a single-family residence as a so-called "In-law apartment", which use will be solely for the benefit of a family member related either by blood, marriage or law. The In-law section of the residence shall be attached to the existing residence and shall share access to common areas by means of doorways or openings. It is the further intent of this Section that the structural changes, if any, necessary to effect the In-law apartment use shall be sufficiently modest that such use can be terminated and a single family occupancy of the entire premises restored without substantial hardship in reconstruction.

A Building Permit for an In-law apartment shall be issued only upon meeting all the requirements of this Section.



4.10A.1 Approval by the Board of Health

Evidence verified in writing by the Board of Health (or its qualified agent) that there is available on the lot an adequate supply of drinking water and adequate provision for sewage disposal shall be submitted with, and as part of the application for Building Permit.

4.10A.2 Maximum Allowable Size

The gross floor area of the In-law apartment shall not exceed 25% of the existing residence prior to approval of the Building Permit. All new construction or additions for the In-law use shall have a limit of 500 square feet.

4.10A.3 Criteria for Approval

Prior to the granting of a Building Permit for an In-law apartment, all of the following requirements must be met. Documentation must be submitted to the Building Inspector at the time of the application for a Building Permit. No exceptions or variances will be granted from these requirements.

- a. Adequate off street parking shall be provided for the user of the In-law apartment. There shall be a minimum of one additional space for the In-law use.
- b. All utilities associated with the existing single-family residence shall be shared with the In-law use including gas, electric, sewer, septic, water and heating.
- c. The owner of the single-family residence must occupy one of the living areas.
- d. The maximum number of persons to occupy an In-law apartment shall be limited to two (2).
- e. The outside appearance of the premises shall remain that of a single-family residence.
- f. All applicable Federal, State and Local Building and Health codes must be satisfied.
- g. Only one In-law apartment shall be allowed per single-family residence.
- h. An In-law apartment shall be limited to one (1) bedroom.
- i. An In-law apartment may only be created in a dwelling which would otherwise be classified as a single-family dwelling located on its own lot, in the R-R, R-1, R-2 and R-3 zoning districts.
- j. All construction shall meet set back requirements of the zoning district where the building is located.

4.10A.4 Inspection for Compliance

The Building Inspector may order an inspection of the premises for compliance hereunder at any time upon reasonable written notice to the homeowner.

4.10A.5 Termination of Use

Should an In-law apartment which was created under the terms of this Section fail at any time to meet the conditions above, the occupancy shall cease and the premises shall revert to those of a single-family residence. It is not the intent of this Section to have any In-law apartment created become rental property in the future.

Change Section 2.6 (Schedule of Use Regulations) (Residential) to add:

In-Law Apartments	RR	R1	R2	R3	C1	C2	I	MU
(Subj. to Sec 4.10)	Y	Y	Y	Y	N	N	N	N

Hand Vote Passed Unanimously

Article 10 Water Supply Protection Overlay District

Motion made and seconded that the Town amend its Protective Zoning By-Law by deleting in its entirety Section 4.13 "Water Supply Protection Overlay District", and replacing it with a new Section 4.13 "Water Supply and Wellhead Protection Overlay District", as set out in Appendix F of this Warrant.

Section 4.13 Water Supply and Wellhead Protection Overlay District

4.13.1 Purpose

The purpose of the Water Supply and Wellhead Protection Overlay District is to protect, preserve, and maintain present and potential sources of groundwater supply within the Town for public health, safety, and welfare.



4.13.2 District Delineation

The general boundaries of the Water Supply and Wellhead Protection District are shown as Zone I and II to indicate the different protection areas on the map entitled "Water Supply Protection District, Town of Shirley", dated January 22, 1986, as amended. Elements of the district include present and proposed wells of the Shirley Water District and aquifers and recharge areas in the Town as determined by the hydrological study performed for the Town in 1978 by IEP, Inc. Northboro, Massachusetts and any additional wellhead delineation studies performed for or by the Shirley Water District. The exact boundaries of the District are defined in Section 4.13.6, as amended, in which elevations, road edges, distances on the ground, and other features delineating the boundaries are described. The map is hereby made a part of the District and of the Zoning Bylaws. As delineated on the amended map, the District comprises the following zones:

Zone I: Present and proposed public well sites, together with a surrounding protective circle of 800 feet in radius (measured horizontally) around the Catacunemaug Well, and 1,000 feet in radius (measured horizontally) around the Patterson Well and Walker Road, Squannacook, Cook Farm, and Bow Brook/Trophet Well sites, comprising all or part of the zones of influence.

Zone II: Aquifer and primary recharge areas supplying the Patterson and Catacunemaug Wells, and identified future well sites. These primary recharge areas have been determined by hydrological study of the geology of the area and are intended to include the aquifer recharge areas which contribute water to the wells under the most severe pumping and recharge conditions that can be realistically anticipated (180 days of continuous pumping at safe yield with no recharge from precipitation) as defined in Massachusetts Department of Environmental Protection ("DEP") regulation 10 CMR 22.00.

Definitions: For the purpose of section 4.13, the terms listed below shall be defined as follows:

Aquifer: Geological formation consisting of unconsolidated sands and gravel that contains significant amounts of potentially recoverable potable water.

Groundwater: All the water present beneath the surface of the ground. In this Bylaw the term refers to the slowly moving subsurface water present in aquifers and recharge areas.

Recharge Areas: Areas composed of permeable, porous materials that collect precipitation or surface water and transmit it to the aquifers or zones of influence.

Toxic or Hazardous Materials: Any substance or mixture of physical, chemical or infectious characteristics defined as toxic or hazardous under MGL, Chapter 21C, 21E, and 310 CMR 30.00.

Zone of Influence: The Area, which experiences drawdown by a pumping well.

Impermeable Area: [Impervious Surface]: An area on which material or a structure on, above, or below the ground does not allow precipitation or surface water to penetrate directly into the soil.

4.13.4 Use Regulations:

- a. The District is established as an overlay zone to all other districts. Any use permitted in the portions so overlaid shall be permitted subject to all the provisions of this Section and provided that all necessary permits, orders, or approvals required by local, state or federal law have been obtained. The portion of any lot delineated as being within the District may be used to meet any lot dimension requirements for the District in which the remainder of the lot is located.
- b. Permitted Uses, All Water Supply Protection Zones: The following uses characterized as having low potential for groundwater contamination and reduction in natural groundwater recharge shall be allowed in all District Zones provided they are permitted in the underlying district:
 1. Outdoor recreation, nature study, boating, hunting, and fishing where otherwise legally permitted.
 2. Boardwalks, landings, foot, bicycle, and/or horse paths and bridges.
 3. Proper operation and maintenance of dams, splash boards, and other water control, supply and conservation devices.
 4. All ordinary and customary uses associated with the maintenance and upkeep of existing buildings and grounds, including paving of existing residential driveways and sidewalks,



and the replacement of structures destroyed by fire or other catastrophe, provided there is no increase in impervious cover apart from that which may be associated with paving of existing residential driveways and sidewalks.

5. Necessary public utilities designed so as to prevent contamination of groundwater.
- c. Permitted Uses Zone II: The following uses with low potential for groundwater contamination and reduction of natural recharge shall be allowed within Zone II, provided they are permitted in the underlying district:
 1. Residential development on a minimum lot size of 80,000 square feet per unit, provided that no more than 25% of the lot may be covered with impervious surfaces.
 2. Expansion of impermeable area of existing buildings and grounds in addition to that which may be associated with paving of residential driveways and sidewalks, provided that the total impervious coverage shall not exceed 25% of the lot
- d. Special Permit, Zone I: The following uses with a higher potential for groundwater contamination or reduction in natural recharge shall be allowed within Zone I upon issuance of a Special Permit, provided said uses are permitted in the underlying district:
 1. Expansion of impermeable area of existing buildings and grounds, provided that the total impervious coverage shall not exceed 25% of the lot.
 2. Special Permit, Zone II: The following uses with a higher potential for groundwater contamination or reduction in natural recharge shall be allowed within Zone II upon issuance of a Special Permit, provided said uses are permitted in the underlying district:
 3. Expansion of impermeable areas of existing buildings and grounds such that the total impervious coverage exceeds 25% of the lot.
 4. The handling and storage of toxic or hazardous materials in quantities greater than those associated with normal, one-family household use provided that the storage is in free-standing containers within buildings or above ground with secondary containment adequate to contain a spill the size of the containers' total storage capacity.
 5. Commercial, industrial, institutional or multi-family uses which are allowed in the underlying district and which are not prohibited by Section 4.13.4.g.
 6. Enlargement or alteration of existing buildings and/or uses that do not conform to the Water Supply and Wellhead Protection Zone II.
- e. Prohibited Uses, Zone I: The following uses with a high potential for groundwater contamination or reduction of natural recharge shall be prohibited within Zone I of the District:
 1. All uses not expressly permitted in Section 4.13.4.b or 4.13.4.d.
- f. Prohibited Uses, Zone II: The following uses with a high potential for groundwater contamination or reduction of natural recharge shall be prohibited within Zone II of the District:
 1. Mining of gravel, soil, loam, sand or other minerals, except for excavating or grading for buildings, foundations, roads, or utility works.
 2. Golf courses.

4.13.5 Special Permits

Special Permit Granting Authority: For the purpose of this Section, the Planning Board shall be the Special Permit Granting Authority ("SPGA"). The SPGA shall follow procedural requirements contained in Section 9.2.3.c of this Zoning Bylaw in processing applications for Special Permits hereunder except that copies of such applications shall also be transmitted to the Board of Selectmen, Department of Public Works, and the Shirley Water District. Such Special Permit shall be granted only if the SPGA determines after review of all recommendations, that the intent of this Section, as well as its criteria are met. The SPGA shall not grant a Special Permit under this Section unless the petitioner's application materials include, in the SPGA's opinion, sufficiently detailed, definite, and credible information to support positive findings in relation to the standards given in this section.

a. Special Permit Criteria

1. Special Permits shall be granted only if the SPGA determines that the owner and/or the applicant have demonstrated through presentation of engineering and scientific data that the natural recharge of groundwater shall not be reduced on the premises and that the groundwater quality resulting from on-site operations, natural recharge, and background water quality will not fall below the standards established by the DEP in the Drinking Water Standards of Massachusetts 310 CMR 22.00, or if standards are not established water quality will not be degraded below background levels, at the property line.



2. In reviewing applications for Special Permits and in imposing conditions thereon, the SPGA shall consider the effects of chemicals, pesticides, fuel, toxic materials, hazardous materials, on-site septic systems, stormwater run-off, and fertilizers used in conjunction with the proposed activity on the quality and quantity of surface and groundwater. The SPGA shall request recommendations in writing from the Conservation Commission, Board of Health, Department of Public Works and Shirley Water District in regard to all the above considerations.
3. Pursuant to this Section, the SPGA may impose, on a case-by-case basis, specific design and/or performance standards necessary to ensure that the proposed use is in harmony with the stated purpose of this Section.
4. Periodic monitoring may be required by the SPGA as a condition of the Special Permit. Such monitoring may include sampling of the groundwater disposed to on-site systems or drywells and sampling from groundwater monitoring wells to be located and constructed as specified in the Special Permit. Reports shall be submitted to the SPGA and to the Board of Health, and the costs shall be borne by the owner of the premises.
5. In the Water Supply and Wellhead Protection District, the SPGA may, upon application, permit any use or structure complying in all respects with the provisions of the underlying district(s) within which the land is located if the land is proven by the applicant not to be over an aquifer or primary recharge area, based on hydrological modeling and data supplied by a professional hydrogeologist or other qualified agent.

4.13.6 Boundaries of Zone I and Zone II Districts

- a. Zone I consists of six (6) separate well protection areas defined as follows:
 1. Catacunemaug Well: All land within 800 horizontal feet of the Catacunemaug Well.
 2. Patterson Well: All land within 1,000 horizontal feet of the Patterson Well.
 3. Walker Road Site: All land within 1,000 horizontal feet of the DEP-approved, pump-tested, Shirley Water District Well off Walker Road.
 4. Cook Farm Site: All land within 1,000 horizontal feet of Shirley Water District Test Well #12 located at an elevation of 290 feet on the north side of a small hill approximately 750 feet down a cart road due south of Groton Road (Route. 225) 0.47 miles east of the junction of Groton Road and Route 2A (Great Road).
 5. Squannacook Site: All land within 1,000 horizontal feet of the potential well site in the Massachusetts Division of Fisheries and Wildlife property marked with an iron pipe located at an elevation of 260 feet, approximately 0.26 miles north of Pumpkin Brook, at a point located at 71° 39' W, 42° 37' 28" N.
 6. Bow Brook/Trophet Site: All land within 1,000 horizontal feet of the potential well site in the southwest corner of the Town marked with an iron pipe located at an elevation of 350 feet at the northwest corner of the ridge approximately 0.21 miles east of the Town's western boundary and approximately 0.26 miles north of the Town's southern boundary.
- b. Zone II consists of aquifer and primary recharge areas to the Patterson and Catacunemaug Wells, and to the Cook Farm, Squannacook, Walker Road, Bow Brook/Trophet future well sites. With the exception of the Zone I sites within the area, Zone II includes all land within the following boundaries:
 1. Patterson Well and Walker Road Well Site: Starting at the Town bound just above the Dam in the Nashua River for the towns of Ayer, Harvard and Shirley and going northwest over Walker Road and the railroad tracks to the High Tension Power Line Easement. Thence westerly following along the south side of the High Tension Power Line Easement to the east side of Clark Road. Thence up the east side of Clark Road to the 280 foot contour in a northerly direction over Patterson, Hazen and Horsepond Road to Route 2A. Thence east on Route 2A to Walker Road thence southeast to Devens bound on the east side of Hazen Road, which is approximately 600 feet northeast from the Walker Road intersection. Thence from the Devens bound on Hazen Road a distance back from the road on the east side and parallel to Hazen Road for 300 feet going southeast on Hazen Road to the Walker Road intersection. Thence a 300 foot distance back from and parallel to Walker Road going in a southerly direction to Walker Brook on the east side of Walker Road. Thence east along Walker Brook to the Nashua River then south up the Nashua River to point of origin to the bound just above the Dam.



2. Cook Farm Site: From the western Town line 500 feet north of the north side of Whitney Road, easterly 500 feet north of and parallel to the north side of Whitney Road to a point 2,250 feet due east of the western Town line. Thence north a distance of 2,250 feet from the western Town line and parallel to it, to and across Route 2A. Thence easterly along the north side of Route 2A to a point 3,750 feet east of the western town line, and thence north at a distance of 3,750 feet east of the western Town line and parallel to it approximately 1,700 feet to the south side of a dirt road. Thence westerly along the south side of the dirt road approximately 750 feet to the 300 foot contour. Thence due north approximately 400 feet to the 350 foot contour. Thence west and north following the 350 foot contour round Deacon Hill and to the north side of Route 225 (Groton Road). Thence east along the north side of Route 225 to the west side of Townsend Road. Thence northerly 2,000 feet along the west side of Townsend Road, and from there, due west approximately 2,150 feet to the 350 foot contour. Thence following the 350 foot contour southwesterly to the Town line, and down the Town line to point of origin 500 feet north of Whitney Road.
3. Squannacook Site: From the north side of Trap Swamp Brook at the east side of Townsend Road, northerly up the east side of Townsend Road approximately 5,000 feet to a dirt road on the east side. Thence along the south side of the dirt road approximately 800 feet to the 300 foot contour, and along the 300 foot contour northerly to the Town line. Thence north on the Town line to the Squannacook River, and down the south bank of the river south easterly to the north side of Trap Swamp Brook. Thence westerly along the north bank of Trap Swamp Brook to point of origin at Townsend Road.
4. Bow Brook/Trophet Site: Starting at the southwest corner of the Town boundary with Lancaster/Lunenburg, east along the southern Town line to the west side of Lancaster Road. Thence north up the west side of Lancaster Road approximately 2500 feet to the south side of a gravel road on the west side of Lancaster Road opposite Deerbrook Park. Thence westerly along the gravel road to the east side of the High Tension Power Line Easement. Thence north along the east side of the High Tension Power Line Easement to the north side of Leominster Road. Thence west on Leominster Road to the intersection with Catacunemaug Road, thence west along Catacunemaug Road to the intersection with Mt. Henry Road. Thence up Mt. Henry Road to the railroad tracks. Thence west along the railroad tracks to the Town line. Thence south along the Town line to point of origin at Town of Shirley's southwest corner.
5. Catacunemaug Well: Starting at the railroad bridge south of the Catacunemaug Well and going southwest to the intersection of Catacunemaug and Mt. Henry Road. Thence following Mt. Henry Road west to the railroad tracks and west on the railroad tracks being the interpreted ground water divide north of Trophet Swamp to the southernmost extension of Lake Shirley. Thence following the eastern shore of Lake Shirley north to an interpreted groundwater divide at the north end of Long Swamp. Thence picking up the 350 foot contour and extending south along the aquifer just east of Long Swamp. The contour turns east then north and northwest near the entrance to Ronchetti Conservation Land on Holden Road. Thence from the 350 foot contour on the south side of Holden Road across the entrance to the Ronchetti Conservation Land due north across Holden Road to the 350 foot contour on the south side of Chaplin Hill. Thence east on the 350 foot contour around Chaplin Hill north to 200 feet south of Whitney Road. Thence east 200 feet in on the south side of Whitney Road to the 350 foot contour. Thence south on said contour to the Valley Farm Road at 110 Center Road. Thence from the 350 foot contour going westerly down said road to the 320 foot contour. Thence south on said contour to an intermittent stream 100 feet off Center Road at the High Tension Power Line Easement. Thence south across the intermittent stream to the 320 foot contour at the base of Majors Hill. Thence west around Majors Hill to the High Tension Power Line Easement at the railroad tracks. Thence west to the railroad bridge point of beginning.

Hand Vote: Passed Unanimously.



Article 11 Shared Residential Driveways

To see if the Town will amend its Protective Zoning By-Law by inserting the following new Section 15 "SHARED RESIDENTIAL DRIVEWAY", as set out in Appendix G of this Warrant.

Hand Vote: Passed Unanimously.

Section 15 Shared Residential Driveway

15.1 General

It is the intent of this Section to provide for an optional, minor, exclusively residential development of three (3) lots or less, as an alternative to conventional subdivision development, suitable for some backland lots, while preserving the rural quality of the area through the reduction in access ways, increase in front yard setbacks and the maintenance of existing vegetative and topographic conditions. Any land granted a Special Permit under this Section shall not be further divided or extended except in conformance with the requirements of this Section.

15.2 Permitting Authority

The Planning Board may grant a Special Permit and approval for construction of a Shared Residential Driveway to serve no more than three (3) residential lots in accordance with Section 15 of the Town of Shirley Zoning Bylaw.

15.3 Applicant Requirements

Applicants requesting Special Permits under this Section shall submit to the Planning Board, all documents as required by this Section. In addition, every applicant must furnish proof of ownership of the property regarding the application. If the application for a permit involves land under more than one ownership, each owner of the land included in the plans shall be party to the application, and upon approval, subject to its provisions. Signatures of all parties shall be required to process the application.

15.4 Submittal Requirements

The final plans shall be prepared by a Registered Professional Engineer and/or Professional Land Surveyor using modern drafting techniques through the use of CAD or shall be clearly and legibly drawn in black India ink upon tracing cloth or mylar 24 inches by 36 inches. The plans shall be to a scale not less than one (1) inch equals forty (40) feet or other scale as the Board shall prescribe to show details clearly and adequately. Profiles of the proposed Shared Residential Driveway shall be drawn to the same horizontal scale as the plan and with vertical scale ten (10) times larger unless otherwise authorized. The plans shall be clearly designated "Plan for Shared Residential Driveway Development". Such final plans shall include the following information:

- a. A title block shall be located at the lower right corner and shall contain the project name, the engineer's and/or surveyor's name and seal, the name of the owner and/or applicant and the date.
- b. Suitable space shall be reserved for recording the action of the Board, the date of such action and the signatures of the members of the Board.
- c. Boundary lines of bordering adjacent land or of land across an adjoining street or way from the property being developed and the names of the owners of such abutting land, as determined from the Town's most recent tax list.
- d. Location, direction, name and present widths of streets, easements and public or private ways, bounding, approaching or within a reasonable proximity of the development.
- e. Location and outline of all existing buildings and site features such as existing stone walls, fences, large trees or wooded areas, rock ridges and outcroppings, swamps, floodplain areas, water bodies and water courses.
- f. Acreage of the property and lot lines, bearings and dimensions thereof in conformity with the Zoning Bylaw.
- g. Location and purpose of all existing and proposed easements within the development area.
- h. Whenever uncertainty exists regarding areas claimed to be buildable or upon request of the Board of Health or Conservation Commission the plan shall also contain the approximate proposed location of the main building or buildings on the property in question, such location to comply with the Zoning Bylaw.
- i. Depiction of the building envelope in conformity with the Zoning Bylaw.
- j. Location of all off street parking areas and turn arounds as required by the Zoning Bylaw.
- k. Certified abutters list from the Town's most recent tax list.
- l. Statement of compliance with Section 13 of the Zoning Bylaws.



15.5 Timetable for Action

Upon submittal of fifteen (15) copies of the plans for a Shared Residential Driveway Development, the Planning Board shall distribute the plans and request comments from other Town boards within thirty-five (35) days. After such time, and within sixty-five (65) days of submittal, the Planning Board shall hold a Public Hearing and shall render a final decision within ninety (90) days of the close of the Public Hearing.

15.6 Design Standards

- a. Any land being considered for a Shared Residential Driveway Development shall have at least the minimum amount of frontage as required by the zoning district in which the land is located, for a single residential lot. In addition, the size of the lots being developed shall equal no less than 150% of the minimum lot size per the zoning district, exclusive of wetlands.
- b. The minimum distance between any two Shared Residential Driveway Developments shall be no less than 900 feet measured from the centerline of the driveway at the intersection of the Town right of way.
- c. The maximum length of any Shared Residential Driveway shall be no greater than 1000 feet measured from its intersection with the public way to the most distant point of the Shared Residential Driveway.
- d. The minimum width of the Shared Residential Driveway shall be no less than sixteen (16) feet of traveled surface with two (2) foot shoulders on each side.
- e. The maximum grade shall be ten percent (10%). The minimum grade shall be one percent (1%).
- f. The Shared Residential Driveway may be either pavement or gravel. Whether the wearing surface is pavement or gravel, the driveway shall be constructed to the standards of Section 4.5.6.4 of the Town of Shirley Subdivision Rules and Regulations. All necessary inspections by the Public Works Director shall be required.
- g. The first thirty (30) feet from a public way shall be paved as required by the Department of Public Works.
- h. All distribution systems must be provided underground, including but not limited to, water, sewer, electric, gas and cable television.
- i. Turn-arounds shall be constructed at the ends of all Shared Residential Driveways to accommodate the turning of an SU-30 class vehicle. Turn arounds shall be located a minimum distance from the intersection of the Town way and the Shared Residential Driveway as follows: R-1, R-2, R-3 = 150 feet RR = 200 feet.
- j. A permanent marker, approved by the Board, of engraved granite not greater than six (6) square feet nor less than three (3) square feet in area and no less than forty-eight (48) inches in height shall be placed at the end of the driveway, on private property, where it meets the public way, with a diagram listing the addresses of the properties as assigned by the Building Inspector. Shared Residential Driveways shall not be named. A similar marker shall be placed where the Shared Residential Driveway meets each individual lot driveway, listing the address of the property. Should the Shared Residential Driveway split; permanent markers must also be placed at the intersections indicating which homes are located on either side of the split.
- k. Adequate drainage shall be provided. The drainage design and appurtenances shall prevent washout and excessive erosion and shall prevent drainage runoff from entering the public way, prevent runoff from the public way from entering the Shared Residential Driveway and prevent runoff from flowing across the driveway.
- l. The applicant shall pay all engineering and/or legal review costs of the Town's consulting engineer or attorney.
- m. All land area requirements shall be exclusive of wetlands as approved by the Town of Shirley Conservation Commission.

15.7 Deed Requirements

All deeds of ownership of lots served by a Shared Residential Driveway shall require that the owners of said lots must be members of a maintenance association, whose purpose is to provide for the maintenance of the Shared Residential Driveway. Each lot served by the Shared Residential Driveway must have permanent access to the drive by easements recorded in the Middlesex County Registry of Deeds. Such easement shall include the right to use the Shared Residential Driveway for all purposes for which private driveways are customarily used, including the right to install, maintain and repair drains, culverts and utilities located under, across or along the Shared Residential Driveway. The deed restriction, maintenance agreement and access easement shall be submitted to the Planning Board for review and approval prior to the granting of the Special Permit.



- 15.8 **Maintenance Association Agreement**
The Maintenance Association Agreement must impose upon the members the obligation of repair, maintenance and snow removal so as to cause the driveway, including the drainage serving the driveway, utilities located under, across or along the Shared Residential Driveway and the sightlines to the intersecting public way, to be repaired or maintained and snow to be removed in such a manner as to ensure the continuous year-round access to each lot by fire, police, ambulance and other vehicles, the adequate delivery of public utilities to the lots served by the driveway and the maintenance and preservation of the initial specifications of the Shared Residential Driveway.
- 15.9 **Requirement of Enforceability**
Each and every owner of a lot served by the Shared Residential Driveway shall have the right to enforce the obligation of other owners of the lots so served to repair and maintain the driveway in accordance with the association agreement and the applicable easements. No Certificate of Occupancy shall be approved by the Building Inspector until all the documents required by this Bylaw have been recorded and a copy of all documents and proof of such recording has been given to the Planning Board.
- 15.10 **Completion of Roadway**
No Building Permit may be issued with respect to a lot served by a Shared Residential Driveway, until such driveway is completed to the specifications of the Special Permit.
- 15.11 **Acceptance as a Public Way**
If all of the homeowners who share the Residential Driveway petition the Town for acceptance of the Shared Residential Driveway as a public way, the driveway must be brought up to the standards of the Town of Shirley Subdivision Rules and Regulations for the construction and laying out of ways prior to Town Meeting. The cost of such improvements shall be at the expense of the homeowners and the scope of work shall be approved by the Public Works Department.
- 15.12 **Lapse of Special Permit**
A Special Permit granted under this Section shall lapse 24 months after the date the Shared Residential Driveway Special permit decision is filed with the Town Clerk's office unless substantial construction (as determined by the Board) has begun, except for good cause shown and approved by the Planning Board. Substantial construction shall consist of at least one of the following: lot clearing, installation of utilities or installation of foundation.



APPENDIX A

Section 14 Mixed Use Development Overlay District

14.1 General

In order to permit a mixture of residential and commercial uses and a variety of building types, tracts of land within the Mixed Use Development Overlay District may be developed under a Special Permit with site plan approval granted by the Planning Board as hereinafter defined and limited. The Mixed Use Development Overlay District shall only pertain to the area of the Town known as C-1 Commercial Village.

14.2 Special Permit Authority

The Planning Board may grant a Special Permit with site plan approval for construction of a Mixed Use structure in the Mixed Use Development Overlay District. The Special Permit shall conform to this Section and to M.G.L. Chapter 40A, Section 9 and to regulations, which the Board shall adopt for carrying out its requirements hereunder. The Board shall consider and make recommendations regarding, among other things, the architectural value and significance of the site, building or structure, the general design, arrangement and texture, materials and color of the features involved and the relation of such features to similar features of buildings and structures in the surrounding area. In the case of new construction or additions to existing buildings or structures, the Board shall consider the appropriateness of the size and shape of the building or structure both in relation to the land area upon which the building or structure is situated and to the buildings or structures in the vicinity. Further, the Board may, in appropriate cases, impose dimensional and set back requirements in addition to those required by this Section. The Board shall not consider interior arrangements or architectural features not subject to public view.

14.3 Applicant Requirements

Applicants requesting Special Permits under this Section shall submit to the Planning Board, all documents and fees as required by Section 7.4 of the Town of Shirley Zoning Bylaw. In addition, every applicant must furnish proof of ownership of the property regarding the application. If the application for a Special Permit involves land under more than one ownership, each owner of the land included in the plan shall be party to the application, and upon approval, subject to its provisions. Signatures of all parties shall be required to process the application.

14.4 Permitted Uses

In a Mixed Use Development Overlay District, the following uses shall be permitted:

- a. Residential, only on floors above the ground floor.
- b. Business, only within the first two floors.
 1. Restaurants.
 2. Theaters.
 3. General retail sales and services (excluding retail sales of motor vehicles, boats, mobile homes and house trailers, automobile service stations and drive through banking facilities).
 4. Banks and financial services
 5. Business and professional offices.
 6. All other uses as permitted in the MU Schedule of Use Regulations, Section 2 of the Zoning Bylaw.
 7. No drive-thru services shall be allowed for any use.
- c. Expansion of existing buildings

Special Permits may be granted to a Mixed Use Development project that would permit upper floor additions to buildings provided that the square footage of each completed upper floor be equal to at least eighty (80) percent of the total square footage of the first floor and if the project meets all the parking and site plan criteria required by the Board and meets State Building Code requirements.



14.5 Design Requirements

Dimensional requirements shall be those in Section 3.1 of the Zoning Bylaw.

Parking: In all mixed use projects, adequate off street parking shall be provided for all vehicles associated with the residential portion of the structure. Otherwise, parking shall be provided at the following rates, unless otherwise permitted by the Board, for the different types of uses within the Mixed Use Development Overlay District on land in the same ownership or on a separate parcel, provided the nearest parking space is within 300 feet of a principal entrance to the building that the parking lot will serve, and further provided that an agreement will be recorded dedicating the parcel to parking use for the reasonable life of the building. All off-street parking areas shall be required to have an area whereby the vehicles using the property can turn around on the property before returning to the street. No backing out onto Town roads shall be allowed.

Residential = Two (2) spaces per dwelling unit.

Commercial or business = One (1) space per 1200 square feet or part thereof.

Offices and Services = One (1) space per 300 square feet or part thereof.

Theaters, restaurants and places of public assembly = One (1) space for every four seats.

The design standards for off-street parking spaces shall be 8.5 feet by 20 feet or as allowed by the Board.

Height: In all Mixed Use Projects, the height of buildings shall not exceed 45 feet or three (3) floors above the mean finished grade of abutting properties.

14.6 Plan Requirements

Prior to investing in extensive professional design efforts for the site plan, it will often prove useful to review the proposed development of a parcel of land with the Planning Board, in order that general approaches and potential problems can be freely explored. Pencil sketches, which need not be professionally prepared, will assist in the discussion and might show some but not all of the information required on the final plans.

The final plans shall be prepared by a Registered Professional Engineer and/or Land Surveyor using modern drafting techniques through the use of CAD or shall be clearly and legibly drawn in black India ink upon tracing cloth or mylar 24 inches by 36 inches. The plans shall be to a scale not less than one (1) inch equals 40 feet or other scale as the Board shall prescribe to show details clearly and adequately. The plans shall be clearly designated "Plan for Mixed Use Development Overlay District". Such final plans shall include the following information:

- a. A title block shall be located at the lower right corner and shall contain the project name, the engineer's and/or surveyor's name and seal, the name of the owner and/or applicant and the date.
- b. Suitable space shall be reserved for recording the action of the Board, the date of such action and the signatures of the members of the Board.
- c. Boundary lines of bordering adjacent land or of land across an adjoining street or way from the property being developed and the names of the owners of such abutting land, as determined from the Town's most recent tax list.
- d. Location, direction, name and present widths of streets, easements and public or private ways, bounding, approaching or within a reasonable proximity of the development.
- e. Location and outline of all existing buildings and site features such as existing stone walls, fences, large trees or wooded areas, rock ridges and outcroppings, swamps, floodplain areas, water bodies and water courses.
- f. Acreage of the property and lot lines, bearings and dimensions thereof in conformity with the Zoning Bylaw.
- g. Location and purpose of all existing and proposed easements within the development area.
- h. Whenever uncertainty exists regarding areas claimed to be buildable or upon request of the Board of Health or Conservation Commission the plan shall also contain the approximate proposed location of the main building or buildings on the property in question, such location to comply with the Zoning Bylaw.
- i. Depiction of the building envelope in conformity with the Zoning Bylaw.
- j. Location of all off street parking areas and turn-arounds as required by the Zoning Bylaw.



APPENDIX C

3. DIMENSIONAL CONTROLS

3.1 Schedule of Dimensional Controls

No principal or accessory building or structure in any district shall be located, constructed, changed, enlarged or permitted and no use of premises or land in any district shall be permitted which does not conform to the density and dimensional regulations as set forth in the following Schedule of Dimensional Controls covering lot sizes, yard dimensions and building height.

SCHEDULE OF DIMENSIONAL CONTROLS

Dimensional Requirements	R-R 1/3/5*	R-1 1/3/5*	R-2 1/3/5*	R-3 1/3/5*	C-1 5*	C-2	I	MU
Min. Lot Size							---	
Sgle Fmly(sf)	80,000	40,000	30,000	15,000	15,000	15,000		15,000
Min. Lot Size							---	
Two Family	100,000	60,000	45,000	19,000	19,000 (4)*	-		19,000sf
Dimensional Requirements	R-R 1/3/5*	R-1 1/3/5*	R-2 1/3/5*	R-3 1/3/5*	C-1 5*	C-2	I	MU
Min. Lot Size (Other Uses)	80,000sf	40,000	30,000	15,000	10,000	20,000	60,000	10,000
Min. Frontage	225ft	175ft	150ft	100ft	60ft	100ft	100ft	60ft
Min. Width At Building	225ft	175ft	150ft	100ft	60ft	100ft	100ft	60ft
Minimum Front Yard Depth	50ft	50ft	35ft	30ft	5ft	30ft	30ft	5ft
Minimum Side Yard Width	50ft	23ft	20ft	20ft	(2)*	30ft	50ft (2)*	(2)*
Min. Opposite Side Yard Width	50ft	17ft	15ft	15ft	---	15ft	15ft	15ft
Minimum Rear Yard Depth	50ft	50ft	40ft	30ft	15ft	50ft	50ft	---
Max. Lot Coverage by Building	25%	25%	25%	25%	75%	25%	25%	75%
Maximum Height	35ft	35ft	35ft	35ft	45ft	45ft	45ft	45ft
Max. Number of Stories	2 ½	2 ½	2 ½	2 ½	3	3	3	3

- (1)* These dimensional controls may be waived in accordance with the provisions of Section 4.2, Cluster Residential Housing, upon the issuance of a special permit.
- (2)* Minimum yard adjacent to residential district is 50 ft.
- (3)* Hammerhead Lots see Section 4.3.
- (4)* Special Permit, Board of Appeals.
- (5)* See special regulations for Multi-Family Housing under Section 4.1.



APPENDIX D

Section 16: Fences

16.7 General

In the interest of public safety, the installation of any permanent manmade or vegetative fencing or wall within twenty five feet (25') of a street right of way or pavement shall require the issuance of a Fence Permit and/or Building Permit as prescribed by the State Building Code and required by the Building Inspector. Any fence erected for the protection of public safety and associated with an approved construction project, demolition project or a temporary event (an event not lasting more than 30 consecutive days) shall not require the issuance of a Fence Permit. All applications for a Fence Permit shall be to the Building Inspector and shall include a plot plan drawn to scale showing the location of roadways and property lines. The Building Inspector shall enforce this Section.

16.8 Setbacks

All fences shall be set back a minimum of five (5) feet from the street right of way and at least five (5) feet from the edge of pavement. All vegetative fencing located on the front property lines or within the site triangle as described in Section 16.3, shall be placed far enough back from the lines so as to maintain the required set backs at mature growth.

16.9 Site Triangles

The site triangle is that area at the intersection of street right of ways or pavement with other streets, driveways or walkways, formed by the side lines of street right of ways or pavement, driveways or walkways and a line joining points on such lines twenty five (25) feet distant from their point of intersection. In the case of a rounded corner, from the point of intersection of their tangents. No fence, wall or landscape plantings shall be located within such a site triangle so as to obstruct visibility between a height of three and one half (3-1/2) feet and a height of eight (8) feet above the plane through their curb grades.

16.10 Recreational and Athletic Facilities

Fences required as part of athletic facilities such as, but not limited to, softball diamond or tennis courts may be permitted at heights in conformance with the established recreation standards.

16.11 Finished sides

The finished side of all fences shall be erected outward to abutting properties. Exceptions due to site layout and abutting properties may be allowed as approved by the Building Inspector.

16.12 Maintenance

All fences, walls and vegetated barriers shall be properly maintained. Any fence, wall or vegetated barrier in disrepair shall be promptly repaired or removed.



APPENDIX E

Section 4.10A: In-law Apartment No Special Permit

4.10A General

It is the intent of this Section to provide for the use of a portion of a single-family residence as a so-called “In-law apartment”, which use will be solely for the benefit of a family member related either by blood, marriage or law. The In-law section of the residence shall be attached to the existing residence and shall share access to common areas by means of doorways or openings. It is the further intent of this Section that the structural changes, if any, necessary to effect the In-law apartment use shall be sufficiently modest that such use can be terminated and a single family occupancy of the entire premises restored without substantial hardship in reconstruction.

A Building Permit for an In-law apartment shall be issued only upon meeting all the requirements of this Section.

4.10A.1 Approval by the Board of Health

Evidence verified in writing by the Board of Health (or its qualified agent) that there is available on the lot an adequate supply of drinking water and adequate provision for sewage disposal shall be submitted with, and as part of the application for Building Permit.

4.10A.2 Maximum Allowable Size

The gross floor area of the In-law apartment shall not exceed 25% of the existing residence prior to approval of the Building Permit. All new construction or additions for the In-law use shall have a limit of 500 square feet.

4.10A.3 Criteria for Approval

Prior to the granting of a Building Permit for an In-law apartment, all of the following requirements must be met. Documentation must be submitted to the Building Inspector at the time of the application for a Building Permit. No exceptions or variances will be granted from these requirements.

- a. Adequate off street parking shall be provided for the user of the In-law apartment. There shall be a minimum of one additional space for the In-law use.
- b. All utilities associated with the existing single-family residence shall be shared with the In-law use including gas, electric, sewer, septic, water and heating.
- c. The owner of the single-family residence must occupy one of the living areas.
- d. The maximum number of persons to occupy an In-law apartment shall be limited to two (2).
- e. The outside appearance of the premises shall remain that of a single-family residence.
- f. All applicable Federal, State and Local Building and Health codes must be satisfied.
- g. Only one In-law apartment shall be allowed per single-family residence.
- h. An In-law apartment shall be limited to one (1) bedroom.
- i. An In-law apartment may only be created in a dwelling which would otherwise be classified as a single-family dwelling located on its own lot, in the R-R, R-1, R-2 and R-3 zoning districts.
- j. All construction shall meet set back requirements of the zoning district where the building is located.



4.10A.4 Inspection for Compliance

The Building Inspector may order an inspection of the premises for compliance hereunder at any time upon reasonable written notice to the homeowner.

4.10A.5 Termination of Use

Should an In-law apartment which was created under the terms of this Section fail at any time to meet the conditions above, the occupancy shall cease and the premises shall revert to those of a single-family residence. It is not the intent of this Section to have any In-law apartment created become rental property in the future.

Change Section 2.6 (Schedule of Use Regulations) (Residential) to add:

In-Lw Aprtmts RR	R1	R2	R3	C1	C2	I	MU
(Sec 4.10)	Y	Y	Y	N	N	N	N



APPENDIX F

Section 4.13: Water Supply and Wellhead Protection Overlay District

4.13.1 Purpose

The purpose of the Water Supply and Wellhead Protection Overlay District is to protect, preserve, and maintain present and potential sources of groundwater supply within the Town for public health, safety, and welfare.

4.13.2 District Delineation

The general boundaries of the Water Supply and Wellhead Protection District are shown as Zone I and II to indicate the different protection areas on the map entitled “Water Supply Protection District, Town of Shirley”, dated January 22, 1986, as amended. Elements of the district include present and proposed wells of the Shirley Water District and aquifers and recharge areas in the Town as determined by the hydrological study performed for the Town in 1978 by IEP, Inc. Northboro, Massachusetts and any additional wellhead delineation studies performed for or by the Shirley Water District. The exact boundaries of the District are defined in Section 4.13.6, as amended, in which elevations, road edges, distances on the ground, and other features delineating the boundaries are described. The map is hereby made a part of the District and of the Zoning Bylaws. As delineated on the amended map, the District comprises the following zones:

Zone I: Present and proposed public well sites, together with a surrounding protective circle of 800 feet in radius (measured horizontally) around the Catacunemaug Well, and 1,000 feet in radius (measured horizontally) around the Patterson Well and Walker Road, Squannacook, Cook Farm, and Bow Brook/Trophet Well sites, comprising all or part of the zones of influence.

Zone II: Aquifer and primary recharge areas supplying the Patterson and Catacunemaug Wells, and identified future well sites. These primary recharge areas have been determined by hydrological study of the geology of the area and are intended to include the aquifer recharge areas which contribute water to the wells under the most severe pumping and recharge conditions that can be realistically anticipated (180 days of continuous pumping at safe yield with no recharge from precipitation) as defined in Massachusetts Department of Environmental Protection (“DEP”) regulation 10 CMR 22.00.

4.13.3 Definitions: For the purpose of section 4.13, the terms listed below shall be defined as follows:

Aquifer: Geological formation consisting of unconsolidated sands and gravel that contains significant amounts of potentially recoverable potable water.

Groundwater: All the water present beneath the surface of the ground. In this Bylaw the term refers to the slowly moving subsurface water present in aquifers and recharge areas.

Recharge Areas: Areas composed of permeable, porous materials that collect precipitation or surface water and transmit it to the aquifers or zones of influence.

Toxic or Hazardous Materials: Any substance or mixture of physical, chemical or infectious characteristics defined as toxic or hazardous under MGL, Chapter 21C, 21E, and 310 CMR 30.00.

Zone of Influence: The Area, which experiences drawdown by a pumping well.

Impermeable Area: [Impervious Surface]: An area on which material or a structure on, above, or below the ground does not allow precipitation or surface water to penetrate directly into the soil.



4.13.4 Use Regulations:

- a. The District is established as an overlay zone to all other districts. Any use permitted in the portions so overlaid shall be permitted subject to all the provisions of this Section and provided that all necessary permits, orders, or approvals required by local, state or federal law have been obtained. The portion of any lot delineated as being within the District may be used to meet any lot dimension requirements for the District in which the remainder of the lot is located.
- b. Permitted Uses, All Water Supply Protection Zones: The following uses characterized as having low potential for groundwater contamination and reduction in natural groundwater recharge shall be allowed in all District Zones provided they are permitted in the underlying district:
 1. Outdoor recreation, nature study, boating, hunting, and fishing where otherwise legally permitted.
 2. Boardwalks, landings, foot, bicycle, and/or horse paths and bridges.
 3. Proper operation and maintenance of dams, splash boards, and other water control, supply and conservation devices.
 4. All ordinary and customary uses associated with the maintenance and upkeep of existing buildings and grounds, including paving of existing residential driveways and sidewalks, and the replacement of structures destroyed by fire or other catastrophe, provided there is no increase in impervious cover apart from that which may be associated with paving of existing residential driveways and sidewalks.
 5. Necessary public utilities designed so as to prevent contamination of groundwater.
- c. Permitted Uses Zone II: The following uses with low potential for groundwater contamination and reduction of natural recharge shall be allowed within Zone II, provided they are permitted in the underlying district:
 1. Residential development on a minimum lot size of 80,000 square feet per unit, provided that no more than 25% of the lot may be covered with impervious surfaces.
 2. Expansion of impermeable area of existing buildings and grounds in addition to that which may be associated with paving of residential driveways and sidewalks, provided that the total impervious coverage shall not exceed 25% of the lot
- d. Special Permit, Zone I: The following uses with a higher potential for groundwater contamination or reduction in natural recharge shall be allowed within Zone I upon issuance of a Special Permit, provided said uses are permitted in the underlying districtExpansion of impermeable area of existing buildings and grounds, provided that the total impervious coverage shall not exceed 25% of the lot.
- e. Special Permit, Zone II: The following uses with a higher potential for groundwater contamination or reduction in natural recharge shall be allowed within Zone II upon issuance of a Special Permit, provided said uses are permitted in the underlying district:
 1. Expansion of impermeable areas of existing buildings and grounds such that the total impervious coverage exceeds 25% of the lot.
 2. The handling and storage of toxic or hazardous materials in quantities greater than those associated with normal, one-family household use provided that the storage is in free-standing containers within buildings or above ground with secondary containment adequate to contain a spill the size of the containers' total storage capacity.
 3. Commercial, industrial, institutional or multi-family uses which are allowed in the underlying district and which are not prohibited by Section 4.13.4.g.



4. Enlargement or alteration of existing buildings and/or uses that do not conform to the Water Supply and Wellhead Protection Zone II.
- f. Prohibited Uses, Zone I: The following uses with a high potential for groundwater contamination or reduction of natural recharge shall be prohibited within Zone I of the District:

All uses not expressly permitted in Section 4.13.4.b or 4.13.4.d.

- g. Prohibited Uses, Zone II: The following uses with a high potential for groundwater contamination or reduction of natural recharge shall be prohibited within Zone II of the District:
 1. Mining of gravel, soil, loam, sand or other minerals, except for excavating or grading for buildings, foundations, roads, or utility works.
 2. Golf courses.

4.13.5 Special Permits

Special Permit Granting Authority: For the purpose of this Section, the Planning Board shall be the Special Permit Granting Authority ("SPGA"). The SPGA shall follow procedural requirements contained in Section 9.2.3.c of this Zoning Bylaw in processing applications for Special Permits hereunder except that copies of such applications shall also be transmitted to the Board of Selectmen, Department of Public Works, and the Shirley Water District. Such Special Permit shall be granted only if the SPGA determines after review of all recommendations, that the intent of this Section, as well as its criteria are met. The SPGA shall not grant a Special Permit under this Section unless the petitioner's application materials include, in the SPGA's opinion, sufficiently detailed, definite, and credible information to support positive findings in relation to the standards given in this section.

1. Special Permit Criteria

- a. Special Permits shall be granted only if the SPGA determines that the owner and/or the applicant have demonstrated through presentation of engineering and scientific data that the natural recharge of groundwater shall not be reduced on the premises and that the groundwater quality resulting from on-site operations, natural recharge, and background water quality will not fall below the standards established by the DEP in the Drinking Water Standards of Massachusetts 310 CMR 22.00, or if standards are not established water quality will not be degraded below background levels, at the property line.
- b. In reviewing applications for Special Permits and in imposing conditions thereon, the SPGA shall consider the effects of chemicals, pesticides, fuel, toxic materials, hazardous materials, on-site septic systems, stormwater run-off, and fertilizers used in conjunction with the proposed activity on the quality and quantity of surface and groundwater. The SPGA shall request recommendations in writing from the Conservation Commission, Board of Health, Department of Public Works and Shirley Water District in regard to all the above considerations.
- c. Pursuant to this Section, the SPGA may impose, on a case-by-case basis, specific design and/or performance standards necessary to ensure that the proposed use is in harmony with the stated purpose of this Section.
- d. Periodic monitoring may be required by the SPGA as a condition of the Special Permit. Such monitoring may include sampling of the groundwater disposed to on-site systems or drywells and sampling from groundwater monitoring wells to be located and constructed as specified in the Special Permit. Reports shall be submitted to the SPGA and to the Board of Health, and the costs shall be borne by the owner of the premises.
- e. In the Water Supply and Wellhead Protection District, the SPGA may, upon application, permit any use or structure complying in all respects with the provisions of the underlying district(s) within which the land is located if the land is proven by the applicant not to be over an aquifer or primary recharge area, based on hydrological modeling and data supplied by a professional hydrogeologist or other qualified agent.



4.13.6 Boundaries of Zone I and Zone II Districts

Zone I consists of six (6) separate well protection areas defined as follows:

1. Catacunemaug Well: All land within 800 horizontal feet of the Catacunemaug Well.
2. Patterson Well: All land within 1,000 horizontal feet of the Patterson Well.
3. Walker Road Site: All land within 1,000 horizontal feet of the DEP-approved, pump-tested, Shirley Water District Well off Walker Road.
4. Cook Farm Site: All land within 1,000 horizontal feet of Shirley Water District Test Well #12 located at an elevation of 290 feet on the north side of a small hill approximately 750 feet down a cart road due south of Groton Road (Route. 225) 0.47 miles east of the junction of Groton Road and Route 2A (Great Road).
5. Squannacook Site: All land within 1,000 horizontal feet of the potential well site in the Massachusetts Division of Fisheries and Wildlife property marked with an iron pipe located at an elevation of 260 feet, approximately 0.26 miles north of Pumpkin Brook, at a point located at 71° 39' W, 42° 37' 28" N.
6. Bow Brook/Trophet Site: All land within 1,000 horizontal feet of the potential well site in the southwest corner of the Town marked with an iron pipe located at an elevation of 350 feet at the northwest corner of the ridge approximately 0.21 miles east of the Town's western boundary and approximately 0.26 miles north of the Town's southern boundary.

Zone II consists of aquifer and primary recharge areas to the Patterson and Catacunemaug Wells, and to the Cook Farm, Squannacook, Walker Road, Bow Brook/Trophet future well sites. With the exception of the Zone I sites within the area, Zone II includes all land within the following boundaries:

1. Patterson Well and Walker Road Well Site: Starting at the Town bound just above the Dam in the Nashua River for the towns of Ayer, Harvard and Shirley and going northwest over Walker Road and the railroad tracks to the High Tension Power Line Easement. Thence westerly following along the south side of the High Tension Power Line Easement to the east side of Clark Road. Thence up the east side of Clark Road to the 280 foot contour in a northerly direction over Patterson, Hazen and Horsepond Road to Route 2A. Thence east on Route 2A to Walker Road thence southeast to Devens bound on the east side of Hazen Road, which is approximately 600 feet northeast from the Walker Road intersection. Thence from the Devens bound on Hazen Road a distance back from the road on the east side and parallel to Hazen Road for 300 feet going southeast on Hazen Road to the Walker Road intersection. Thence a 300 foot distance back from and parallel to Walker Road going in a southerly direction to Walker Brook on the east side of Walker Road. Thence east along Walker Brook to the Nashua River then south up the Nashua River to point of origin to the bound just above the Dam.
2. Cook Farm Site: From the western Town line 500 feet north of the north side of Whitney Road, easterly 500 feet north of and parallel to the north side of Whitney Road to a point 2,250 feet due east of the western Town line. Thence north a distance of 2,250 feet from the western Town line and parallel to it, to and across Route 2A. Thence easterly along the north side of Route 2A to a point 3,750 feet east of the western town line, and thence north at a distance of 3,750 feet east of the western Town line and parallel to it approximately 1,700 feet to the south side of a dirt road. Thence westerly along the south side of the dirt road approximately 750 feet to the 300 foot contour. Thence due north approximately 400 feet to the 350 foot contour. Thence west and north following the 350 foot contour round Deacon Hill and to the north side of Route 225 (Groton Road). Thence east along the north side of Route 225 to the west side of Townsend Road. Thence northerly 2,000 feet along the west side of Townsend Road, and from there, due west approximately 2,150 feet to the 350 foot contour. Thence following the 350 foot contour southwesterly to the Town line, and down the Town line to point of origin 500 feet north of Whitney Road.



3. Squannacook Site: From the north side of Trap Swamp Brook at the east side of Townsend Road, northerly up the east side of Townsend Road approximately 5,000 feet to a dirt road on the east side. Thence along the south side of the dirt road approximately 800 feet to the 300 foot contour, and along the 300 foot contour northerly to the Town line. Thence north on the Town line to the Squannacook River, and down the south bank of the river south easterly to the north side of Trap Swamp Brook. Thence westerly along the north bank of Trap Swamp Brook to point of origin at Townsend Road.
4. Bow Brook/Trophet Site: Starting at the southwest corner of the Town boundary with Lancaster/Lunenburg, east along the southern Town line to the west side of Lancaster Road. Thence north up the west side of Lancaster Road approximately 2500 feet to the south side of a gravel road on the west side of Lancaster Road opposite Deerbrook Park. Thence westerly along the gravel road to the east side of the High Tension Power Line Easement. Thence north along the east side of the High Tension Power Line Easement to the north side of Leominster Road. Thence west on Leominster Road to the intersection with Catacunemaug Road, thence west along Catacunemaug Road to the intersection with Mt. Henry Road. Thence up Mt. Henry Road to the railroad tracks. Thence west along the railroad tracks to the Town line. Thence south along the Town line to point of origin at Town of Shirley's southwest corner.
5. Catacunemaug Well: Starting at the railroad bridge south of the Catacunemaug Well and going southwest to the intersection of Catacunemaug and Mt. Henry Road. Thence following Mt. Henry Road west to the railroad tracks and west on the railroad tracks being the interpreted ground water divide north of Trophet Swamp to the southernmost extension of Lake Shirley. Thence following the eastern shore of Lake Shirley north to an interpreted groundwater divide at the north end of Long Swamp. Thence picking up the 350 foot contour and extending south along the aquifer just east of Long Swamp. The contour turns east then north and northwest near the entrance to Ronchetti Conservation Land on Holden Road. Thence from the 350 foot contour on the south side of Holden Road across the entrance to the Ronchetti Conservation Land due north across Holden Road to the 350 foot contour on the south side of Chaplin Hill. Thence east on the 350 foot contour around Chaplin Hill north to 200 feet south of Whitney Road. Thence east 200 feet in on the south side of Whitney Road to the 350 foot contour. Thence south on said contour to the Valley Farm Road at 110 Center Road. Thence from the 350 foot contour going westerly down said road to the 320 foot contour. Thence south on said contour to an intermittent stream 100 feet off Center Road at the High Tension Power Line Easement. Thence south across the intermittent stream to the 320 foot contour at the base of Majors Hill. Thence west around Majors Hill to the High Tension Power Line Easement at the railroad tracks. Thence west to the railroad bridge point of beginning.

APPENDIX G

Section 15: Shared Residential Driveway

15.13 General

It is the intent of this Section to provide for an optional, minor, exclusively residential development of three (3) lots or less, as an alternative to conventional subdivision development, suitable for some backland lots, while preserving the rural quality of the area through the reduction in access ways, increase in front yard setbacks and the maintenance of existing vegetative and topographic conditions. Any land granted a Special Permit under this Section shall not be further divided or extended except in conformance with the requirements of this Section.

15.14 Permitting Authority

The Planning Board may grant a Special Permit and approval for construction of a Shared Residential Driveway to serve no more than three (3) residential lots in accordance with Section 15 of the Town of Shirley Zoning Bylaw.

15.15 Applicant Requirements

Applicants requesting Special Permits under this Section shall submit to the Planning Board, all documents as required by this Section. In addition, every applicant must furnish proof of ownership of the property regarding the application. If the application for a permit involves land under more than one ownership, each owner of the land



included in the plans shall be party to the application, and upon approval, subject to its provisions. Signatures of all parties shall be required to process the application.

15.16 Submittal Requirements

The final plans shall be prepared by a Registered Professional Engineer and/or Professional Land Surveyor using modern drafting techniques through the use of CAD or shall be clearly and legibly drawn in black India ink upon tracing cloth or mylar 24 inches by 36 inches. The plans shall be to a scale not less than one (1) inch equals forty (40) feet or other scale as the Board shall prescribe to show details clearly and adequately. Profiles of the proposed Shared Residential Driveway shall be drawn to the same horizontal scale as the plan and with vertical scale ten (10) times larger unless otherwise authorized. The plans shall be clearly designated "Plan for Shared Residential Driveway Development". Such final plans shall include the following information:

- a. A title block shall be located at the lower right corner and shall contain the project name, the engineer's and/or surveyor's name and seal, the name of the owner and/or applicant and the date.
- b. Suitable space shall be reserved for recording the action of the Board, the date of such action and the signatures of the members of the Board.
- c. Boundary lines of bordering adjacent land or of land across an adjoining street or way from the property being developed and the names of the owners of such abutting land, as determined from the Town's most recent tax list.
- d. Location, direction, name and present widths of streets, easements and public or private ways, bounding, approaching or within a reasonable proximity of the development.
- e. Location and outline of all existing buildings and site features such as existing stone walls, fences, large trees or wooded areas, rock ridges and outcroppings, swamps, floodplain areas, water bodies and water courses.
- f. Acreage of the property and lot lines, bearings and dimensions thereof in conformity with the Zoning Bylaw.
- g. Location and purpose of all existing and proposed easements within the development area.
- h. Whenever uncertainty exists regarding areas claimed to be buildable or upon request of the Board of Health or Conservation Commission the plan shall also contain the approximate proposed location of the main building or buildings on the property in question, such location to comply with the Zoning Bylaw.
- i. Depiction of the building envelope in conformity with the Zoning Bylaw.
- j. Location of all off street parking areas and turn arounds as required by the Zoning Bylaw.
- k. Certified abutters list from the Town's most recent tax list.
- l. Statement of compliance with Section 13 of the Zoning Bylaws.

15.17 Timetable for Action

Upon submittal of fifteen (15) copies of the plans for a Shared Residential Driveway Development, the Planning Board shall distribute the plans and request comments from other Town boards within thirty-five (35) days. After such time, and within sixty-five (65) days of submittal, the Planning Board shall hold a Public Hearing and shall render a final decision within ninety (90) days of the close of the Public Hearing.

15.18 Design Standards

- a. Any land being considered for a Shared Residential Driveway Development shall have at least the minimum amount of frontage as required by the zoning district in which the land is located, for a single residential lot. In addition, the size of the lots being developed shall equal no less than 150% of the minimum lot size per the zoning district, exclusive of wetlands.



- b. The minimum distance between any two Shared Residential Driveway Developments shall be no less than 900 feet measured from the centerline of the driveway at the intersection of the Town right of way.
- c. The maximum length of any Shared Residential Driveway shall be no greater than 1000 feet measured from its intersection with the public way to the most distant point of the Shared Residential Driveway.
- d. The minimum width of the Shared Residential Driveway shall be no less than sixteen (16) feet of traveled surface with two (2) foot shoulders on each side.
- e. The maximum grade shall be ten percent (10%). The minimum grade shall be one percent (1%).
- f. The Shared Residential Driveway may be either pavement or gravel. Whether the wearing surface is pavement or gravel, the driveway shall be constructed to the standards of Section 4.5.6.4 of the Town of Shirley Subdivision Rules and Regulations. All necessary inspections by the Public Works Director shall be required.
- g. The first thirty (30) feet from a public way shall be paved as required by the Department of Public Works.
- h. All distribution systems must be provided underground, including but not limited to, water, sewer, electric, gas and cable television.
- i. Turn-arounds shall be constructed at the ends of all Shared Residential Driveways to accommodate the turning of an SU-30 class vehicle. Turn arounds shall be located a minimum distance from the intersection of the Town way and the Shared Residential Driveway as follows: R-1, R-2, R-3 = 150 feet RR = 200 feet.
- j. A permanent marker, approved by the Board, of engraved granite not greater than six (6) square feet nor less than three (3) square feet in area and no less than forty-eight (48) inches in height shall be placed at the end of the driveway, on private property, where it meets the public way, with a diagram listing the addresses of the properties as assigned by the Building Inspector. Shared Residential Driveways shall not be named. A similar marker shall be placed where the Shared Residential Driveway meets each individual lot driveway, listing the address of the property. Should the Shared Residential Driveway split; permanent markers must also be placed at the intersections indicating which homes are located on either side of the split.
- k. Adequate drainage shall be provided. The drainage design and appurtenances shall prevent washout and excessive erosion and shall prevent drainage runoff from entering the public way, prevent runoff from the public way from entering the Shared Residential Driveway and prevent runoff from flowing across the driveway.
- l. The applicant shall pay all engineering and/or legal review costs of the Town's consulting engineer or attorney.
- m. All land area requirements shall be exclusive of wetlands as approved by the Town of Shirley Conservation Commission.

15.19 Deed Requirements

All deeds of ownership of lots served by a Shared Residential Driveway shall require that the owners of said lots must be members of a maintenance association, whose purpose is to provide for the maintenance of the Shared Residential Driveway. Each lot served by the Shared Residential Driveway must have permanent access to the drive by easements recorded in the Middlesex County Registry of Deeds. Such easement shall include the right to use the Shared Residential Driveway for all purposes for which private driveways are customarily used, including the right to install, maintain and repair drains, culverts and utilities located under, across or along the Shared Residential Driveway. The deed restriction, maintenance agreement and access easement shall be submitted to the Planning Board for review and approval prior to the granting of the Special Permit.



15.20 Completion of Roadway

No Building Permit may be issued with respect to a lot served by a Shared Residential Driveway, until such driveway is completed to the specifications of the Special Permit.

15.21 Acceptance as a Public Way

If all of the homeowners who share the Residential Driveway petition the Town for acceptance of the Shared Residential Driveway as a public way, the driveway must be brought up to the standards of the Town of Shirley Subdivision Rules and Regulations for the construction and laying out of ways prior to Town Meeting. The cost of such improvements shall be at the expense of the homeowners and the scope of work shall be approved by the Public Works Department.

15.19.1 Lapse of Special Permit

A Special Permit granted under this Section shall lapse 24 months after the date the Shared Residential Driveway Special permit decision is filed with the Town Clerk's office unless substantial construction (as determined by the Board) has begun, except for good cause shown and approved by the Planning Board. Substantial construction shall consist of at least one of the following: lot clearing, installation of utilities or installation of foundation

Town of Shirley Annual Town Meeting June 16, 2003 Minutes

Moderator, George Knittel, opened the 250th Annual Town Meeting at 7:15 PM at the Lura A. White School Gym. There were 146 voters in the audience. Theresa Richards, James Thibault, Linda Quinones and Alpee Levesque were appointed tellers for the meeting.

A plaque was presented to Dr. Elisabeth Noyes for her 17 years of service as Town Moderator. Dr. Noyes in her acceptance noted that the Massachusetts Moderators Association archives have been put on deposit at the Shirley Library in the hopes that in future years as the archives grow, they will be a valuable resource in the study of local governments.

After the pledge to the flag, the Moderator, gave the ground rules for the meeting and introduced Chairman of the Board of Selectmen, Charles Shultz who called for a moment of silence at the passing of former Selectman, Lt. Col. Chuck DeSmet. Chairman Shultz then presented the motions for the articles.

Article 1 Accept Annual Town Report.

Motion made and seconded that the Town accept the Reports of the Selectmen and other Town Officers for the Fiscal Year July 1, 2001 through June 30, 2002, as published and promulgated, a copy having been filed in the Office of the Town Clerk. Seconded.

Voice vote: Passed.

Article 2 Supplement Appropriations for Current Fiscal Year

Motion made and seconded that the Town appropriate the following sums of money, to be expended by the Departments indicated, in order to supplement specified Line Items in their respective Budgets for the current Fiscal Year.

<u>FY03 Department</u>	<u>Line & Account</u>	<u>Supplemental Amount</u>
Snow & Ice	#423, Expense	\$12,761.84

Such appropriation to be provided by a transfer from free cash.

Voice Vote: Passed Unanimously



Article 3 Transfer Funds from Sale of Cemetery Lots to the Cemetery Commission for FY03.

Motion made and seconded that the Town transfer \$400 from the Town's Sale of Graves receipt account, to Line Item #491, Burial Agent disbursement account under the Cemeteries Commission for the current fiscal year.

Voice Vote: Passed Unanimously.

Article 4 Approve Five-year Capital Improvement Program.

Motion made and seconded that the Town approve the Capital Improvement Program for the coming Fiscal Year and the ensuing four years as set forth hereunder.

Voice Vote: Passed.

Article 5 Appropriate for Capital Improvement Program for FY '04 by Borrowing.

Motion made and seconded that the Town appropriate the following sums of money, to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described;

And, to meet such appropriations, authorize the Treasurer, with the approval of the Selectmen, to borrow not exceeding said sums, and to issue bonds or notes of the Town therefore, in accordance with the referenced provisions of the Massachusetts General Laws as amended, or otherwise;

A. Benjamin Hill Park

Statutory reference: Massachusetts General Laws, Chapter 44, Section 7, Clause 2B, or otherwise.

Amount:	\$150,000
Funds to be expended by:	Benjamin Hill Park Committee
Purpose:	Repairs and renovations to the Benjamin Hill Pool and associated Land.

Vote: Yes 116; No 13 Passed by 2/3 vote.

B. MCI- Field Improvements

Statutory reference: Massachusetts General Laws, Chapter 44, Section 7, Clause 25, or otherwise.

Amount:	\$50,000
Funds to be expended by:	Board of Selectmen
Purpose:	For preliminary engineering services and other costs of improvements associated with the repairs, renovations and/or improvements to MCI fields or other appropriate locations for purposes of creating recreation fields.

Vote: Yes 130; No 6: Passed by 2/3 vote.

C. Wastewater Hook-up

Statutory reference: Massachusetts General Laws, Chapter 44, Section 7, Clause 1, or otherwise.

Amount:	\$20,000
Funds to be expended by:	Board of Selectmen
Purpose:	To defray costs of Wastewater System Hook-up for Town owned Buildings

Vote: YES 131; No 1: Passed 2/3 vote



Article 6. Adopt General Operating Budget for FY '04.
[2/3rds vote to the extent a transfer is made from the Stabilization Fund.]

Motion made and seconded that the Town appropriate \$11,803,481, as and for, the General Operating Budget of the Town for the period beginning July 1, 2003 through June 30, 2004, in order to defray the operations and other necessary and proper charges, costs, and expenses of the Boards, Commissions, Committees, Officers, and Departments of the Town, together with the payment of debt service, for said Fiscal Year 2004, with each item considered to be a separate appropriation, all as set forth in the Warrant, provided, however, that the amount in line #311, School Department, for Chapter 70 Aid Appropriation, shall be appropriated only to the extent received by the Town from the Commonwealth;

Of such amounts to be provided by:

\$11,229,408 to be raised from taxation, state and local receipts, provided \$220,000 of said amount shall be contingent upon a Proposition 2 ½ override vote at an election under Massachusetts General Laws, Chapter 59, Section 21C for line item #311 School Department, Local Contribution, provided further, that \$65,729 of said amount shall be contingent upon a Proposition 2 ½ override vote at an election under Massachusetts General laws, Chapter 59, Section 21C for line item #433 BOH/Trash Collection item; and

\$392,092 by transfer from Free Cash; and
\$181,981 by transfer from the Stabilization Fund.



TOWN OF SHIRLEY FY04 BUDGET			
Line #	Department/Account Name	Requested FY04	Approved ATM FY04
114	MODERATOR		
	Salary, Elected Position	110.00	0.00
	Expenses	25.00	135.00
	Total	135.00	135.00
122	SELECTMEN		
	Salaries, Elected Officials	7,773.00	7,773.00
	Appointed, Salary	22,410.00	22,410.00
	Wages, Hourly	13,560.00	13,560.00
	Financial Audit	19,200.00	19,200.00
	Legal Notices	2,000.00	2,000.00
	Technical Assistance Grants	3,000.00	3,000.00
	Expenses	3,520.00	3,520.00
	Town Report	2,500.00	2,500.00
	Total	73,963.00	73,963.00
124	PERSONNEL BOARD		
	Wages Hourly	0.00	0.00
	Expenses	1,275.00	1,275.00
	Audit	0.00	0.00
	Total	1,275.00	1,275.00
129	EXECUTIVE SECRETARY		
	Salary, Appointed Position	51,660.00	51,660.00
	Total	51,660.00	51,660.00
131	FINANCE COMMITTEE		
	Appointed, Salary	2,550.00	2,550.00
	Annual Town Meeting Warrant	3,300.00	3,300.00
	Expenses	200.00	200.00
	Total	6,050.00	6,050.00
132	RESERVE FUND		
	Expenses	50,000.00	50,000.00
	Total	50,000.00	50,000.00
135	TOWN ACCOUNTANT		
	Salary, Appointed Position	43,760.00	43,670.00
	Wages Hourly, Appointed	28,560.00	28,560.00
	Expenses	5,100.00	5,100.00
	Total	77,420.00	77,330.00
136	FINANCE OFFICES		
	Wages, Hourly	0.00	0.00
	Financial Software License	4,615.00	4,615.00
	Total	4,615.00	4,615.00
141	ASSESSORS		
	Salaries, Elected Officials	6,804.00	6,804.00
	Salary, Appointed Position	31,500.00	31,500.00
	CONTRACT SERVICES		
	Mapping	3,400.00	3,400.00
	Contract Services	25,500.00	25,500.00
	Expenses	8,300.00	8,300.00
	Total	75,504.00	75,504.00
145	TREASURER		
	Salary, Appointed Position	43,670.00	43,670.00
	Wages Hourly, Appointed	26,720.00	26,720.00
	Expenses	7,650.00	7,650.00
	Tax Title	0.00	0.00
	Total	78,040.00	78,040.00
146	TOWN COLLECTOR		
	Salary, Elected Position	43,670.00	43,670.00
	Wages Hourly, Appointed	16,660.00	16,660.00
	Expenses	9,608.00	9,608.00
	Tax Taking	0.00	0.00
	Total	69,938.00	69,938.00
151	LEGAL EXPENSE		
	Expenses	35,000.00	35,000.00
	Total	35,000.00	35,000.00
155	COMPUTER OPERATIONS		
	Computer Technician - Town/Library	36,020.00	36,020.00
	Computer Operations Expense	8,100.00	8,100.00
	Equipment	1,600.00	1,600.00
	Total	45,720.00	45,720.00
159	OFFICE MACHINES		
	Expenses	6,175.00	6,175.00



	Total	6,175.00	6,175.00
161	TOWN CLERK		
	Salary, Elected Position	43,670.00	43,670.00
	Expenses	2,280.00	2,280.00
	Total	45,950.00	45,950.00
162	CONDUCT OF ELECTIONS		
	Expenses	10,000.00	10,000.00
	Total	10,000.00	10,000.00
171	CONSERVATION COMM		
	Wages Hourly, Agent	18,340.00	18,340.00
	Wages Hourly, Appointed	3,210.00	3,210.00
	Open Space Infrastructure & Maint.	0.00	0.00
	Total	21,550.00	21,550.00
175	PLANNING BOARD		
	Wages Hourly, Appointed	20,565.00	20,906.00
	Expenses	2,993.00	2,993.00
	Total	23,558.00	23,899.00
176	ZONING BD OF APPEALS		
	Salary, Appointed Position	6,415.00	6,415.00
	Expenses	1,100.00	1,100.00
	Total	7,515.00	7,515.00
192	PUBLIC BUILDINGS		
	Wages, Hourly	14,390.00	14,390.00
	Utilities	18,005.00	18,005.00
	Phones	4,300.00	4,300.00
	Expenses	7,080.00	7,080.00
	Fuel Heat	12,000.00	12,000.00
	Total	55,775.00	55,775.00
211	POLICE DEPARTMENT		
	Appt Position, Salary Chief	75,150.00	75,150.00
	Appointed Position, Salary Lt	49,422.00	49,422.00
	Appointed, Salary	36,670.00	36,670.00
	Wages, Hourly Custodian	5,400.00	5,400.00
	Salaries, Wages & Hr (Union)	466,901.00	466,901.00
	Expenses	82,000.00	82,000.00
	Total	715,543.00	715,543.00
212	CROSSING GUARD		
	Wages Hourly	5,200.00	5,200.00
	Total	5,200.00	5,200.00
221	FIRE DEPARTMENT		
	Appt Position, Salary Chief	52,830.00	52,830.00
	Wages Hourly, Full-Time	211,750.00	211,750.00
	Wages Hourly Overtime	18,000.00	18,000.00
	Wages Hourly On-Call	23,000.00	23,000.00
	Expenses	32,400.00	32,400.00
	Total	337,980.00	337,980.00
241	BUILDING INSPECTOR		
	Salary Appointed Position	33,410.00	33,410.00
	Wages Hourly	15,240.00	15,240.00
	Salary, Part-time Bldg Insp.	500.00	500.00
	Expenses	2,200.00	2,200.00
	Total	51,350.00	51,350.00
243	GAS/PLUMBING INSPECTOR		
	Salary, Appointed Position	7,470.00	7,470.00
	Total	7,470.00	7,470.00
245	WIRING INSPECTOR		
	Salary, Appointed Position	7,470.00	7,470.00
	Expenses	500.00	500.00
	Total	7,970.00	7,970.00
251	COMMUNICATION CENTER		
	Wages Hourly	135,979.00	135,979.00
	Expenses	7,558.00	7,558.00
	Total	143,537.00	143,537.00
291	Emergency Management		
	Salary, Appointed Position	0.00	0.00
	Expenses	10.00	10.00
	Total	10.00	10.00
292	DOG OFFICER		
	Salary, Appointed Position	11,410.00	11,410.00
	Expenses	0.00	0.00
	Total	11,410.00	11,410.00
296	CONSTABLE		



	Expenses	50.00	50.00
	Total	50.00	50.00
311	SCHOOL DEPARTMENT		
	State Chp 70 Aid Appropriation	3,950,169.00	3,950,169.00
	Medicaid Reimbursement Appropriation	60,000.00	60,000.00
	Local Contribution	1,774,748.00	1,654,388.00
	Total	5,784,917.00	5,664,557.00
	\$220,000. will be on Override August 5		
312	SCHOOL DEPARTMENT TRANSPORTATION		
	State Transportation Aid Appropriation	0.00	0.00
	Local Transportation Contribution	536,269.00	473,163.00
	Total	536,269.00	473,163.00
315	SCHOOL DEPARTMENT		
	Lease of Devens School	50,000.00	50,000.00
	Total	50,000.00	50,000.00
316	MEDICAID REIMBURSE BUREAU		
	Expense	0.00	0.00
	Total	0.00	0.00
321	NASHOBA VALLEY TECH.		
	Expenses	578,298.00	216,861.00
	Total	578,298.00	216,861.00
422	DEPT OF PUBLIC WORKS		
	Salary, Appointed Position	63,920.00	63,920.00
	Wages Hourly	9,139.00	9,139.00
	Wages Hourly (Union)	172,310.00	172,310.00
	Wages Hourly (Union Overtime)	2,000.00	2,000.00
	Expenses	43,800.00	43,800.00
	Building Maintenance & Operations	21,000.00	21,000.00
	Diesel Fuel	1,100.00	1,100.00
	Total	313,269.00	313,269.00
423	SNOW & ICE REMOVAL		
	Wages Hourly	3,500.00	3,500.00
	Overtime	11,000.00	11,000.00
	Expenses	64,500.00	64,500.00
	Total	79,000.00	79,000.00
424	STREET LIGHTS		
	Expenses	21,500.00	21,500.00
	Total	21,500.00	21,500.00
426	ROAD & GROUNDS MAINT		
	Expenses	45,500.00	45,500.00
	0	0.00	0.00
	Total	45,500.00	45,500.00
433	B.O.H./TRASH COLLECTION		
	Trash Collection/Recycling	360,000.00	360,000.00
	Total	360,000.00	360,000.00
	\$65,729. increase to be on Override August 5		
491	CEMETERIES		
	Superintendent, Wages Hourly	0.00	0.00
	Wages Hourly	7,315.00	7,315.00
	Expenses	0.00	0.00
	Total	7,315.00	7,315.00
492	BOARD OF HEALTH/LANDFILL		
	Expenses	2,000.00	2,000.00
	Monitoring/Testing	17,900.00	17,900.00
	Total	19,900.00	19,900.00
511	BOARD OF HEALTH		
	Wages Hourly	10,665.00	10,665.00
	Animal Inspector	2,860.00	2,860.00
	Expenses	1,800.00	1,800.00
	Total	15,325.00	15,325.00
512	BOARD OF HEALTH/RECYCLING		
	Wages Hourly	5,000.00	5,000.00
	Expenses	3,000.00	3,000.00
	Total	8,000.00	8,000.00
514	NASHOBA BOARD OF HEALTH		
	Expenses, Health Services	14,907.00	14,907.00
	Expenses, Home Care Services	8,019.00	8,019.00
	Total	22,926.00	22,926.00
523	MENTAL HEALTH EXPENSES		
	Expenses	11,290.00	11,290.00
	Total	11,290.00	11,290.00



541	COUNCIL ON AGING		
	Wages Hourly, Director	0.00	0.00
	Salary, Coordinator	2,400.00	2,400.00
	Expenses	2,000.00	2,000.00
	Meals on Wheels Wages Hourly	0.00	0.00
	Meals on Wheels Expenses	3,000.00	3,000.00
	Total	7,400.00	7,400.00
543	VETERANS		
	Salary, Appointed Position	5,345.00	5,345.00
	Expenses	150.00	150.00
	Benefits	4,000.00	4,000.00
	Total	9,495.00	9,495.00
611	LIBRARY		
	Salary, Appointed Position	32,490.00	32,490.00
	Wages Hourly	59,184.00	59,184.00
	Expenses	37,345.00	37,345.00
	Utilities	14,400.00	14,400.00
	Total	143,419.00	143,419.00
630	RECREATION		
	Wages Hourly	3,460.00	3,460.00
	Expenses	1,600.00	1,600.00
	Basketball Expense	3,600.00	3,600.00
	Soccer Expense	2,800.00	2,800.00
	Babe Ruth Little League	0.00	0.00
	Total	11,460.00	11,460.00
650	BENJAMIN HILL PARK COMMITTEE		
	Wages		4,000.00
	Expenses	6,000.00	2,000.00
	Total	6,000.00	6,000.00
691	HISTORICAL COMMISSION		
	Expenses	300.00	300.00
	Total	300.00	300.00
692	MEMORIAL DAY		
	Expenses	2,400.00	2,400.00
	Total	2,400.00	2,400.00
694	CENTER TOWN HALL COMMITTEE		
	Expense	200.00	200.00
	Total	200.00	200.00
711	GENERAL FUND DEBT SVC.		
	Long Term Principal	284,299.00	284,299.00
	Long Term Interest	129,310.00	129,310.00
	Short Term Interest	1,000.00	1,000.00
	Capital Short Term Interest	11,000.00	11,000.00
	School Bldg Short Term Interest	328,195.00	328,195.00
	Total	753,804.00	753,804.00
712	DEBT ISSUE COST		
	Expense	0.00	0.00
	Total	0.00	0.00
840	MONTACHUSETT REG. PLAN.		
	Assessment	1,284.00	1,284.00
	Total	1,284.00	1,284.00
911	MIDDLESEX CO. RET.		
	Assessment	313,540.00	313,540.00
	Total	313,540.00	313,540.00
913	UNEMPLOYMENT INS		
	Expenses	65,000.00	65,000.00
	Total	65,000.00	65,000.00
914	GROUP HEALTH/LIFE INS		
	Expenses	946,759.00	946,759.00
	Total	946,759.00	946,759.00
915	LONGEVITY PAY		
	Expenses	13,200.00	13,200.00
	Total	13,200.00	13,200.00
916	F. I. C. A./MEDICARE		
	Expenses	75,000.00	75,000.00
	Total	75,000.00	75,000.00
945	GENERAL INSURANCE		
	Expenses	125,000.00	125,000.00
	Total	125,000.00	125,000.00
	TOTAL BUDGET	12,348,133.00	11,803,481.00
	ESTIMATED AVAILABLE REVENUES		11,229,408



SURPLUS/(DEFICIT)	(574,073)
OTHER REVENUE SOURCES	
Transfer from Stabilization Fund	181,981
Appropriation from Free Cash	392,092
NET SURPLUS/(DEFICIT)	0

There will be an Override Election on August 5, 2003 with two questions; \$220,000.00 for the school expenses and \$65,729.00 for Solid Waste collection.(Trash Removal).

At 10:15 PM, the meeting adjourned to June 17, 2003 at 7:15 PM.

The Moderator opened the meeting at 7:17 PM 53 voters present at 7:40 PM

Article 7 Appropriate Chapter 70 Funds & School Transportation Aid.

Motion made and seconded that the Town appropriate, directly for expenditure by the School Department, in addition to the amounts set forth in the Budget under Article 6 of this Warrant, any further Further School and School Transportation Aid that may be received from the Commonwealth during Fiscal Year 2004, in accordance with Chapter 70 of the Massachusetts General Laws or otherwise.

Voice Vote: Passed Unanimously.

Article 8 Appropriate Chapter 90 Funds.

Motion made and seconded that the town appropriate, directly for expenditure by the Public Works Department, for such purposes as may be approved by MassHighway for capital expenditures, all Highway Aid received from the Commonwealth during Fiscal Year 2004, in accordance with Chapter 90 of the Massachusetts General Laws.

Voice Vote: Passed Unanimously.

Article 9. Amend Wage & Salary Scale and Appropriate Merit Increases.

Motion made and seconded that the Town will amend its Wage & Salary Scale, most recently amended under Article 11 in the Warrant for the Annual Town Meeting held on June 3, 2002, by increasing the rates of pay for each Grade and Step by two percent (2%), effective July 1, 2003, as set forth hereunder and furthermore, to see if the Town will transfer from Free Cash \$60,000 to be expended by the respective Departments, in order to fund merit step increases for employees as identified in Article 6 during Fiscal Year 2004.

Voice Vote: Passed Unanimously. This modifies Article 6 i.e., the salary for non-union personnel



Appendix A
Classification Schedule as of 1 July 2002

Grade	Position Title
14	Chief of Police
13	Public Works Director
12	
11	Executive Secretary Fire Chief Police Lieutenant
10	
9	Accountant / Budget Officer Treasurer / Benefits Coordinator
8	Library Director
7	Firefighter (full time)
6	Assistant Assessor Conservation Administrator Police Dept. Executive Secretary Reserve Police Officer Selectmen's Administrative Assistant
5	Assistant Accountant Assistant Treasurer Community Development Coordinator Deputy Collector Health / Inspections Office Manager / Assistant Public Works Assistant Planning Assistant Sewer Dept. Office Manager / Assistant
4	Children's Librarian Conservation Secretary Dispatcher Finance Committee Administrative Secretary Selectmen's Secretary
3	Assistant Librarian
2	Custodian Library Aide Police Matron

Article 10 Adopt Program for Opting Out of Health Benefits.

Motion made and seconded that the Town authorize and instruct the Selectmen to establish a program, including rules and regulations therefore, whereby employees who were participating in the Town's Group Health Insurance Plan may voluntarily choose to withdraw from the plan and receive, on account of such withdrawal, a weekly stipend in addition to their normal pay for the duration of the withdrawal period;

Such stipends to be paid from the Group Health / Life Insurance Line Item for the Fiscal Year's Budget adopted at the Town's Annual Town Meeting.

Voice Vote: Passed.

Article 11 Adopt Sewer Department Budget for FY'04.

Motion made and seconded that the Town appropriate a sum of money, to be expended by the Sewer Commissioners, as and for the Budget of the Sewer Department for the period from July 1, 2003 through June 30, 2004, in order to defray the operations and other necessary and proper charges, costs, and expenses of the Sewer Department for said Fiscal Year 2004, with each item considered to be a separate appropriation, all as set forth below;

Such amounts to be provided from estimated revenues of \$795,000 in proceeds from Betterment Assessments and an estimated \$330,000 User Fees to be charged by the Sewer Department.



LINE 410: SEWER DEPARTMENT BUDGET**Fiscal Year 2004**

<u>Description</u>	<u>Requested FY04</u>	<u>Revised FY04</u>
Wages, Clerk of Works	\$ 0	\$ 0
Wages, Hourly	\$ 23,735	\$ 23,835
Health Insurance	\$ 7,970	\$ 7,970
Medicare	\$ 350	\$ 350
Police Details	\$ 0	\$ 0
Contracted Services/ Operations & Maintenance	\$ 116,000	\$ 216,072
General Operations/ User Expenses	\$ 163,072	\$ 87,500
Reserve Fund	\$ 20,000	\$ 30,000
Capital Assessments & Debt Service/Betterment Exps	<u>\$ 764,651</u>	<u>\$ 1,359,521</u>
Total Sewer Department	<u>\$1,095,778</u>	<u>\$1,725,248</u>

The Sewer Department Commissioners request that the Enterprise Fund article be amended to the revised number of \$1,725,248.00.

That the Town appropriate a sum of money, to be expended by the Sewer Commissioners, as and for the Budget of the Sewer Department for the period from July 1, 2003 through June 30, 2004, in order to defray the operations and other necessary and proper charges, costs, and expenses of the Sewer Department for said Fiscal Year 2004, with each item considered to be a separate appropriation, all as set forth in the Warrant; Such amounts to be provided from retained earnings and betterment revenues of \$1,359,521 and \$365,727 from User Fees to be charged by the Sewer Department.

Voice Vote: Passed Unanimously.

Article 12 Adopt Ambulance Department Budget for FY '04.

Motion made and seconded that the Town appropriate a sum of money, to be expended by the Ambulance Department, as and for its Budget for the period from July 1, 2003 through June 30, 2004 in order to defray the operations and other necessary and proper charges, costs, and expenses of the Ambulance Department for said Fiscal Year 2004, with each item considered to be a separate appropriation, all as set forth below;

Such amounts to be provided from estimated proceeds of \$100,000 in User Fees to be charged by the Ambulance Department.

LINE 231: AMBULANCE DEPARTMENT BUDGET***Fiscal Year 2004***

<u>Description</u>	<u>Appropriated FY03</u>	<u>Requested FY04</u>
Salary, Appointed Position	\$ 7,570	\$ 7,740
Wages, Hourly	\$ 34,980	\$ 36,516
Health Insurance	\$ 0	\$ 7,970
Medicare	\$ 0	\$ 115
Utilities	\$ 0	\$ 2,859
Expenses	<u>\$ 34,550</u>	<u>\$ 26,840</u>
Total Ambulance Department	\$ 77,100	\$ 82,040

Voice Vote: Passed Unanimously.



Article 13 Appropriate Funds for Ayer/Shirley Pop Warner Association

Motion made and seconded that the Town will appropriate \$3,000 to be expended by the Board of Selectmen, in order to defray the operations and other necessary and proper charges, costs, and expenses of the Ayer/Shirley Pop Warner Association. Such appropriation to be provided by a transfer from the Stabilization Fund.
Finance Committee spoke against the article.

Hand Vote: Yes 32; No 20: Failed.

Article 14 Transfer Wetlands Fees to Conservation Wages.

Motion made and seconded that the Town transfer \$6,710 from the State Wetlands Filing Fees receipt account, to Line Item #171, Wages, Hourly – Wetlands Administration & Protection disbursement account of the Conservation Commission for Fiscal Year 2004, in accordance with Chapter 131, Section 40, of the Massachusetts General Laws as amended.

Voice Vote: Passed Unanimously.

Article 15 Transfer Funds from Sale of Cemetery Lots Account to the Cemetery Commission for FY04.

Motion made and seconded that the Town transfer \$2,400 from the Town's Sale of Cemetery Lots receipt account, to Line Item #491, Burial Agent disbursement account of the Cemeteries Commission for Fiscal Year 2004.

Voice Vote: Passed Unanimously.

Article 16 Appropriate Funds for Senior Tax Work-off Program

To see if the Town will appropriate \$8,900 to be expended by the Board of Selectmen, to in order to defray costs of a Senior Tax Work-off Program including the reimbursement to the Town for lost tax revenue and Medicare costs. Such appropriation to be provided by a transfer from Free Cash.

Voice Vote: Passed Unanimously.

Article 17 Authorize Transfers for Managing Debt.

Motion made and seconded that the Town authorize the Treasurer, with the approval of the Selectmen and the Finance Committee, to transfer funds among the Line Items #711, Debt Service (Long-term Principal and Interest and Short Term Interest) and Line #712, Debt Issue Cost (Expense) in the Budget for FY 2004: Provided that such transfers remain within the total appropriations for these Line Items and Sub-accounts.

Voice Vote: Passed Unanimously.

Article 18 Renew Limited Additional Property Tax Exemption for Qualified Persons.

Motion made and seconded that the Town accept the provisions of Chapter 73, Section 4, of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, to allow an additional property tax exemption, which shall be uniform for all exemptions, but not to exceed more than a 100% additional property tax exemption, for Fiscal Year 2004, for those who qualify (persons who are blind, infirm, orphaned, over 70 years of age, widowed, etc.) under Chapter 59, Section 5, of the Massachusetts General Laws.

Voice Vote: Passed Unanimously.



Article 19 Establish Departmental Revolving Funds.

Motion made and seconded that the Town establish or re-establish the following Departmental Revolving Funds for Fiscal Year 2004 in accordance with Chapter 44, Section 53 E 1/2, of the Massachusetts General Laws:

A. Council on Aging Van Service (Renew).

Fiscal Year Expenditure Limit:	\$43,000
Authorized Department:	Council on Aging.
Program or Purpose:	Van Service for transporting the elderly and disabled.
Revenue Source:	Fees, Fares or Reimbursement from Montachusett Regional Transportation Authority

B. Advertising & Postage Costs Advanced by Applicants (Renew).

Fiscal Year Expenditure Limit:	\$5,000
Authorized Department:	Relevant Departments
Program or Purpose:	Pass-through account for legal advertisements and postage funded by applicants for licenses, permits, etc.
Revenue Source:	Charges, costs, and fees advanced or reimbursed by applicants in connection with applications for licenses, permits, variances, or other matters.

C. Dog Licensing & Other Expenses (Renew).

Fiscal Year Expenditure Limit:	\$5,000
Authorized Department:	Town Clerk, Dog Officer.
Program or Purpose:	Dog Licensing & other expenses relating to dogs.
Revenue Source:	Fees for licensing dogs.

D. Boarding & Caring for Impounded Dogs (Renew).

Fiscal Year Expenditure Limit:	\$5,000
Authorized Department:	Police Department.
Program or Purpose:	Boarding and caring for impounded dogs.
Revenue Source:	Fines and payments by owners for boarding dogs

E. Transportation for "Choice-In" Students (Renew).

Fiscal Year Expenditure Limit:	\$11,000
Authorized Department:	School District
Program or Purpose:	Reimbursement to parents or guardians for transportation of children attending school in Shirley under "School Choice".
Revenue Source:	State Reimbursements.

F. Wetlands By-law Expenses (Renew).

Fiscal Year Expenditure Limit:	\$25,000
Authorized Department:	Conservation Commission.
Program or Purpose:	Pass-through account for expert engineering and consulting services retained by the Conservation Commission for review of applications under the Wetlands By-law.
Revenue Source:	Costs and fees advanced by applicants.



G. Fees for Deputy Collector (Renew).

Fiscal Year Expenditure Limit: \$15,000
Authorized Department: Town Collector.
Program or Purpose: Pass-through account to pay statutory fees earned by the Town's Deputy Collector (independent contractor).
Revenue Source: Fees added to and paid with overdue bills.

H. Fees & Expenses of Field Driver (Renew).

Fiscal Year Expenditure Limit: \$2,000
Authorized Department: Police Department.
Program or Purpose: Pass-through account for paying the fees and expenses of the Town's Field Driver.
Revenue Source: Charges assessed to owners for collecting, transporting, and impounding their strayed animals.

I. Fees & Expenses of Police Lock-up (Renew).

Fiscal Year Expenditure Limit: \$5,000
Authorized Department: Police Department.
Program or Purpose: Pass-through account for providing lock-up facilities to other governmental entities.
Revenue Source: Fees paid for use of cells.

J. Expenses of Planning Board (Renew).

Fiscal Year Expenditure Limit: \$40,000
Authorized Department: Planning Board.
Program or Purpose: Pass-through account for expert engineering, other consulting services & for legal advertising required & expenses incurred by the Planning Board for review of applications under its Subdivision control Regulations.
Revenue Source: Costs and fees advanced by applicants

K. Expenses of Recycling (Renew).

Fiscal Year Expenditure Limit: \$3,000
Authorized Department: Board of Health.
Program or Purpose: Pass-through account for expenses of recycling cardboard, glass, metals, paper, plastics, etc.
Revenue Source: Payments for recycled materials.

Voice Vote: Passed Unanimously.

Article 20 Accept Amanda Lane

Motion made and seconded that the Town accept as a public Town way a certain road shown as Amanda Lane on subdivision Plan entitled, "Definitive Subdivision Plan of land in Shirley, Mass., prepared for Holden Construction Co., Scale 1"=40', dated February 1999, by David E. Ross Associates, Inc.", approved by the Planning Board, a copy of which is on file in the office of the Town Clerk, and authorize the Town to acquire, by gift, purchase, or eminent domain, for highway purposes, the fee and any lesser interests, including easements for drainage or otherwise, in, on, over, under, through, or appurtenant to said way.

Planning Board voted to recommend this action and the Public Works Director also approved as all regulations had been met.

Voice Vote: Passed Unanimously.



Article 21

Accept Moore Drive

Motion made and seconded that the Town accept as a public Town way a certain road shown as Moore Drive on subdivision Plan entitled, "Definitive Subdivision Plan of land in Shirley, Mass., prepared for the Estate of George V. Moore, Scale 1"=40', dated April 2003, by David E. Ross Associates, Inc.", approved by the Planning Board, a copy of which is on file in the office of the Town Clerk, And authorize the Town to acquire, by gift, purchase, or eminent domain, for highway purposes, the fee and any lesser interests, including easements for drainage or otherwise, in, on, over, under, through, or appurtenant to said way. There was still an issue with part of a sidewalk to be done; a bond of \$5,000.00 will be instituted for performance within 14 days to complete the sidewalk. As the town has the assurance, the Planning Board and the Public Works Director recommended that Moore Drive be accepted.

Voice Vote: Passed Unanimously.

Article 22

Amend Animal Control By-Law

Motion made and seconded that the Town amend Article VI, Section 9.4 of the By-Law by remarking the current language in that section as (a):

(a) "Any owner or keeper found in violation of this by-law shall be subject to a fine in accordance with the following schedule:

1st Offense.....	\$15.00
2nd Offense.....	\$25.00
3rd and subsequent offense in a calendar year.....	\$50.00

and by adding the following new language:

(a) "Any owner or keeper found in violation of this by-law shall be subject to a fine in accordance with the following schedule:

1st Offense.....	\$25.00
2nd Offense.....	\$50.00
3rd and subsequent offense in a calendar year.....	\$75.00"

Voice Vote: Passed Unanimously



Motion made and seconded that the Town amend its Protective Zoning By-Law by deleting in Section 14 the following subparagraph:

14.1 General

In order to permit a mixture of residential and commercial uses and a variety of building types, tracts of land within the Mixed Use Development Overlay District may be developed under a Special Permit with site plan approval granted by the Planning Board as hereinafter defined and limited. The Mixed Use Development Overlay District shall only pertain to the area of the Town known as C-1 Commercial Village.

and replacing it with the following subparagraph:

14.1 General

In order to permit mixed use structures and development within the Mixed Use Overlay District, such structures or development may be developed under a Special Permit with site plan approval granted by the Planning Board as hereinafter defined and limited. The Mixed Use Development Overlay District shall only pertain to the area of the Town known as C-1 Commercial Village. All uses in the underlying C-1 District continue to be available.

Explanation:

This Article amends the Mixed-Use Development Overlay District recently passed in April 2003. Although the article as passed in April is not illegal, this amendment is presented at the request of the State's Attorney General's Office who recommends minor clarifications in the article prior to their using our by-law as a mixed-use by-law model for the Commonwealth.

Hand Vote: Yes 52; No 0 Passed Unanimously.

Motion made and seconded that the Town will authorize the Selectmen to apply for Federal and State grants for which the Town is or may be eligible, and to accept and expend the funds received there under.

Voice Vote: Passed.

Motion to dissolve Meeting made and seconded:

Vote Unanimous Meeting dissolved 8:17 PM

Sylvia L. Shipton
Town Clerk



CONSERVATION COMMISSION

This report covers FY03 from July 1, 2002, through June 30, 2003. During this timeframe, administration of the Massachusetts Wetlands Protection Act regulations and the Shirley Non-Zoning Wetlands Bylaw required the Conservation Commission to review/issue the following documents at 26 public meetings:

Requests for Determination of Applicability.....	10
Determinations of Applicability.....	9
Notices of Resource Area Delineation.....	2
Orders of Resource Area Delineation.....	2
Notices of Intent.....	12
Orders of Condition.....	15
Certificates of Compliance.....	7
Extension Permits.....	2
Amendments.....	0
Violations.....	2
Emergency Certifications.....	0

Administration

Administration of the Massachusetts Wetlands Protection Act (MWPA) regulations and the local wetlands bylaw requires the Conservation Commission to review and issue permits for work within and adjacent to wetlands. In addition, the Commission responded to many requests for comments on Planning Board, Zoning Board of Appeals, and Board of Selectmen applications.

The number of applications reviewed in FY03 was similar to the previous fiscal year, with the exception of Requests for Determination of Applicability. These permit requests for relatively small projects or for projects near the edge of jurisdiction rose from four in FY02 to ten in FY03.

The Commission collected \$2,560.00 in filing fees under the state MWPA during FY03. These fees can only be used to administer the MWPA and are typically used towards the Commission's expenses. The Commission also collected \$7,870.50 in filing fees under the local wetlands bylaw. This money goes into the General Fund.

The Conservation Commission reminds property owners that projects (including sheds, tree removal, pools, etc.) within 100 feet of a wetland (brook, pond, swamp, etc.) or in floodplain areas must be reviewed by the Commission. In addition, work within 200 feet of a perennial stream may also require a filing. Please call the office at 978-425-2600 ext. 245 if you have any questions regarding wetland issues or if you are uncertain whether you should file, particularly if you are a new homeowner. (Please note our new telephone number, as well as a new email address, agagnon@shirley-ma.gov, and website, <http://www.shirleyconcom.org>.) We encourage residents to retain native vegetative borders between their lawns and adjacent wetland and waterway buffer areas. To that end, the Commission has adopted a setback policy from wetlands that requires new buildings to be at least 40 feet from wetlands and the limit of work at least 25 feet from wetlands.

The Commission, along with a number of interested residents, continued to work on updating the Shirley Open Space and Recreation Plan, which was started during the last fiscal year. This Plan is required to make applications for state Self-Help grants, under which the Commission has successfully obtained funds for the purchase of several parcels in Shirley. In December 2002, the Secretary of Environmental Affairs designated the Squannassit Area of Critical Environmental Concern (ACEC). The ACEC is a regional overlay that includes parts of Ashby, Ayer, Groton, Harvard, Lancaster, Lunenburg, Pepperell, Shirley, and Townsend. This Area includes roughly half the Town of Shirley, primarily along the major streams in Town. No additional permits are associated with the ACEC program, but existing regulations such as the Massachusetts Wetlands Protection Act and the Massachusetts Environmental Policy Act (MEPA) become more stringent for parcels within an ACEC designation.



Open Space Acquisition & Stewardship

The Conservation Commission also helps maintain and acquire open space for the Town of Shirley. Open space is valuable to town residents as passive recreational land (hiking, birdwatching, etc.), for protecting water resources, for providing important fish and wildlife habitat, and for enhancing the overall desirability of living in our community. Trail maps for some parcels are available at the Commission Office and at the Hazen Library.

In terms of land acquisition projects, the Commission received a \$1,000,000 grant from the state to acquire the 73-acre Longley Farm on Whitney Road. Now known as the Longley Acres Conservation Area, the parcel includes a farmhouse and large barn, as well as hay fields, woods, and wetlands. The Commission contributed \$25,000 from the Land Acquisition Fund towards the \$1,030,000 total purchase price. An additional \$5,000 came from the Town Stabilization Fund. The Land Acquisition Fund is now at a record low due to this expenditure.

The Commission acquired the care, custody, and control of the parcel in April and went to work haying the fields in summer with the help of numerous haybale-throwing volunteers and Stephen Longley, who donated his time and equipment to the endeavor. All proceeds from the sale of the hay will be used for maintenance of the buildings and parcel. For information on purchasing hay, contact Beth Suedmeyer, Caretaker for the parcel, at (978) 425-4987. In June we started selling *As Seasons Change: A Collection of Poems* by Melvin Proctor Longley, Sr. The Longley family compiled the poems and generously donated all proceeds from the first edition to the Maintenance Fund for the property.

During the past 12 months, trail improvements and other routine property maintenance continued on conservation parcels with the help of volunteers from the Greenway Committee and the Boy Scouts.

As in the last fiscal year, there are seven vernal pools in Shirley that are certified by the Massachusetts Natural Heritage & Endangered Species Program. Associate Commission member Tim Gabriel along with his wife Cindy located these pools, doing substantial research and making applications for their certification. Data for an additional pool has been sent into the state, but it has not yet been certified.

The Commission sponsored three hikes in FY03. In July 2002, the Commission joined with the Historical Society to sponsor the Benton MacKaye Memorial Hike, which pursued Ralph Lambert's idea of exploring the breadth of Shirley Village by following Catacunemaug Brook. Later the Fall Foliage Hike took place with the Greenway Committee's co-sponsorship and the generous support of Arthur Banks and the Field family. Finally, in March 2003, the Commission joined the Friends of the Oxbow National Wildlife Refuge for an "Esker Escape" to explore the Shirley portion of the Refuge.

Members

The Conservation Commission lost seasoned members John Rounds and Paul Leaman, who resigned in FY03. Denise Brauckmiller, who had been an Associate Member, became a full member. Anne Gagnon remains the part-time Conservation Administrator and Ruth Terry, the part-time secretary.

The Commission is currently looking for one additional member. People interested in joining the Commission may also become non-voting Associate Members.

Respectfully submitted,

C. Kay Tohline, Chair
Bob Burkhardt, Vice-Chair
Nancy Askin
Denise Brauckmiller

Natalie Howlett
E. Heidi Ricci
Margaret Cronin Wilson, Associate Member
Tim Gabriel, Associate Member



SHIRLEY FIRE DEPARTMENT

The year 2003 was an active year for the Shirley Fire Department. We responded to 1313 emergency calls for assistance, continued our many civic activities as well as department committee activities, meetings and training sessions.

The Mission of the Shirley Fire Department is a commitment to excellence in the service to the people in our community, by protecting the lives and property of the community from emergencies involving Fire, Medical, Hazardous Materials and Environmental Causes. The driving values motivating our personnel are a spirit of co-operation, loyalty to organization and community and a positive outlook toward the future of our Department and Community.

The department now has a roster of 6 officers and 18 firefighters. The officers are Deputy Chief William Callahan, Deputy Chief Brian Goodman, Captain Gerard Wheeler, Lieutenants Joe Hawthorne, Patrick Roy and Dan Harris. Shirley Firefighters are: Martin Scott, Troy Cooley, Jason Leblanc, Dana Amendola, Terry Atwood, Albert Deshler, Andrew Devoll, Paul Farrar, Frederick Gibbons, William Poitras, Mark Richards, Walter Roy, Robert Shakarian, Toby Wheeler, Brian White, Jeff Snow and Robert Wheeler Sr.

The department responded to 1313 calls for emergency assistance. Our emergency calls for this year are as follows: 31 assist other departments, 10 rescue calls, 4 chimney fires, 25 brush fires, 9 car fires, 45 M.V.A., 48 box alarms, 412, service calls, 537 medical calls, 20 Haz-Mat calls, 56 mutual aid calls and 99 investigations.

The department has also conducted several inspections and issued 230 permits. This included: 126 smoke detector inspections, 47 boiler inspections, 5 blasting permits, 26 propane permits, 11 tank truck permits, 7 tank removal, 5 fire alarm permits and 3 fire reports. The department also issued 1020 permits for open burning and agricultural purposes. The open burning season, which is governed by the rules and regulations of the Department of Environmental Management, commences on January 15th and ends on May 1st. Daily permits are issued depending on weather conditions after 10 AM. All permits must be out by 4 PM daily. The department also conducted our annual testing of all our dry hydrants in town. The departments training Officer Lt. Patrick Roy conducted training and educational sessions which are extremely important to the professionalism and life safety of our firefighters. Our department's training program this year included the following subjects: ice and cold water rescue, first responder training, brush fires, ladders, pumping practice, boat operations, driver training, car fires and extrication, rapid intervention team training, chimney fires, ropes and knots and proper ventilation, large diameter hose operations, and the familiarization of the larger buildings in Shirley.

The S.A.F.E. Committee continues to provide a commitment to our school children and to our citizens in fire related education. Firefighter Marty Scott is our leader in this program. He receives help from Lt. Patrick Roy and other members of the department who generously donate their time to assist with the presentation of programs throughout the community. We continue to be active in community events and we greatly appreciate the support and recognition we receive from the community.

In closing the department would like to thank all the citizens of Shirley for their continued support. We are very appreciative of the cooperative spirit and support of the police department, ambulance service and the highway department. Our communication center continues to provide a high quality and extremely professional dispatching and communications to all the emergency services.

Respectfully submitted,

Dennis C. Levesque
Chief of the Department



INSPECTIONAL SERVICES

BUILDING INSPECTOR AND ZONING OFFICER

The following information indicates the number and type of permits issued by the Building Department from July 1, 2002 through June 30, 2003.

BUILDING PERMITS

New Residential Units.....	31
New 2 Family Duplexes.....	0
Multi-Family Dwelling Units.....	0
Commercial Addition/Renovations..	32
Residential Addition/Renovations..	170
Swimming Pools.....	21
Demolition.....	8
Sign & Use.....	15
TOTAL PERMITS.....	277

The Building Department is open to the public Monday – Friday 7:00 A.M. – 3:00 P.M. Please be reminded that all Plumbing, Wiring and Building Permits can be sought during these hours with inspections followed through on an appointment basis. Please feel free to contact us at (978) 425-2600 Ext. 260 if you wish to seek general information on permits or code issues.

The office would like to express thanks to all of the Inspectors, Land Use Boards and Committees for their expertise and timely assistance in helping applicants with their projects.

Respectfully submitted,

Donald E. Farrar, Jr.
Building Inspector/Zoning Enforcement Officer

WIRING INSPECTOR

During July 1, 2002 to June 30, 2003 the Electrical Inspector received and issued 275 permits.

I would like to thank the Building Inspector's Secretary, Building Inspector, and Plumbing Inspector for their help and cooperation.

Respectfully submitted,

James D. Thibault
Electrical Inspector

INSPECTOR OF PLUMBING AND GAS FITTINGS

During July 1, 2002 to June 30, 2003 the Plumbing and Gas Inspector received and issued 244 permits. The plumbing and gas installations are installed in compliance with the Massachusetts Plumbing and Gas Code.

Respectfully submitted,

Robert Friedrich
Plumbing and Gas Inspector



SEALER OF WEIGHTS AND MEASURES

The job of Sealer of Weights and Measures entails both annual and periodic testing of the dispensing of products from pumps, and calibration of weighing devices for goods and services sold to the public.

All businesses in the Town of Shirley that use pumps or dispensers and weighing devices are inspected.
I would like to thank the Townspeople involved for their cooperation.

Respectfully submitted,

Eric Aaltonen
Sealer of Weights and Measures



HAZEN MEMORIAL LIBRARY

In 2003, the Hazen Memorial Library was busier than ever. Circulation numbers increased 7% over 2002; with just over 49,000 items borrowed. This is an increase of 17% over FY01. 388 new cards were issued in FY03. Our patrons are not only borrowing books, audiotapes, periodicals and videos; they are also coming in to use the library's on-line services. Internet and computer usage increased 15% over FY02, with an average of 280 people per week visiting us just to use computers.

The library launched its web page in October, designed by Susan Edwards of Extra Mile Design. Log on to www.shirleylibrary.org for our calendar of events, museum passes, and access to the Infotrac, Newsbank and other Gale Group subscription databases for research projects. You can also browse our catalog from home using links from the website. Our "Homework Center" on the web was recognized for its design by School Library Journal, a national professional magazine, in their March, 2003 edition.

The library was proud to participate in the town's 250th anniversary events by hosting the Benton MacKaye book signing, the Shirley Artists and Authors event, and an "Oral History of Shirley" presented by Meredith Marcinkewicz.

Debra Roy, our Children's Librarian, was appointed to Library Director in January. As always, Deb smoothly took the reins of the library and under her leadership, services continue to grow to keep pace with the growing demands for information services. She has become a valuable asset to this library and the Trustees are quite proud of her accomplishments. Thank you Deb Roy for a job well done!

In April, we welcomed new Children's Librarian Nancy Bassett to our staff, bringing with her a background in both middle school and public library experience. In addition to her duties as Children's Librarian, Nancy has organized the "Junior Friends of the Library" group to help with children's programs, craft activities, and all library events. We thank this helpful group of young people for their interest and commitment to the library. They were the helping hands behind Nancy's creativity that led to this year's successful kickoff to the Summer Reading Program and they continue to provide the kid-power for all our programs, be they for adults or children, and providing help around the library.

Our volunteer resources continued to grow thanks to Victoria Saldana and Jodie Rachman, who organized and delivered the Preschool and Lapsit story times while the Children's Librarian position was vacant. Thank you both for caring about children's services and stepping forward to make a difference. Unfortunately, due to budget constraints, we are sorry to report that children's programming was literally cut in half this year.

To all our volunteers who faithfully perform many of the vital duties that keep the library going, we thank you for your dedication and support. During this year of transition to the regional catalog and circulation network, with all of its additional administrative tasks, the library staff could not have moved forward on this major project without our volunteers. We thank you one and all.

The Friends of the Hazen Memorial Library are another vital part of our team. Through their creative fundraising efforts, they provide funding for programs, library materials and museum passes. Fundraisers in the fall included a bake sale table in the town hall on Election Day, a Book and Bake Sale at the library in October, and a raffle of a hand-hooked rug. In December, their annual tea attracted an audience of 80 who sampled home made desserts, sipped tea, and enjoyed performer Betty Lehrman portraying literary figure Laura Ingalls Wilder. In January, the Friends began a cookbook project, collecting 271 recipes from 113 individuals for the book. Eight local businesses each donated \$150 toward the cost of printing the 500 spiral bound hard cover books. Sales began in April with a special tasting day featuring samples of recipes in the book, each prepared by their contributor. Cookbooks were also sold at the 250th anniversary market day in May. As of June 2003, cookbook sales had made approximately \$2000 profit toward enhancing the library's audiovisual collection. In the spring the Friends designed book bags as a fundraiser to purchase new chairs for the children's room. The bags depict a bookworm logo and were sold at the library and community events.

Hats off to the Friends' board of officers for this year: Lisa Vargas, President; Polly McGrath, Vice President; Chrissy Yoo, Secretary, Sandy Budka, Treasurer and Cheryl Gregory, Publicity Coordinator. We are very lucky to have this dedicated group of library supporters to work with. If you are interested in the Friends of the Hazen Library, stop by the front desk for a membership form, or call 978-425-2620 for more information. Every membership makes a difference for our library and our community.



As always, tremendous thanks to our library staff members: Sue Cusick, Nancy Bassett, Kathleen Farrar, Mary Lou Clark, Chris McNeal, and Halley Terry, and farewell to Ui-Jin Chong as she pursues her education at Smith College. Their dedication to customer service is what makes our library special and this board a pleasure on which to serve.

Despite our best efforts, these significant challenges remain ahead:

Computer equipment upgrades and replacements,
Restoring children's programs,
Rising periodicals cost,
Increased administrative tasks of network conversion,
Budget impact of state aid reductions,
Impact of middle school opening.

As we look forward to 2004, the library continuously strives to be a reflection of the Shirley community. For the services and programs offered to serve the town's information needs and be a source of pride to the townspeople of Shirley.

Respectfully submitted,

The Trustees of the Hazen Memorial Library
Kathleen Rocco, Chair
Marjorie DeSmet
Susan Johnston
Thomas Lynch
Michael Roy
Judy Stanislaw



HISTORICAL COMMISSION and SHIRLEY CENTER HISTORIC DISTRICT COMMISSION

During fiscal year 2003, the Historical Commission and the Shirley Center Historic District Commission met on a monthly basis to fulfill their respective obligations to preserve the historic heritage of Shirley and to administer the Shirley Center Historic District zoning by-laws of the town. Regularly scheduled meetings were held in the Town Offices building, and public hearings regarding applications for Certificates of Appropriateness within the Shirley Center Historic District were held at the Center Town Hall.

In FY 2003, the Shirley Center Historic District Commission reviewed and approved eight applications for Certificates of Appropriateness. Most of the applications involved important maintenance projects, and we again thank the residents of the Historic District for their investments in preserving the historic character of our town for future generations. Of special note was the approval of the relocation of the Shaker Infirmary Building from Shirley Road in Lancaster to Parker Road in the Historic District. Saved from demolition, the oldest remaining building from the Shirley Shaker community is now being restored by Robert and Ingrid Adam. They are to be commended for rescuing this important building and preserving it for future generations.

The Shirley Historical Commission had an eventful year as advocate for the protection of the town's heritage. The Commission provided design review for the restoration of the former fire station at the intersection of Lancaster and Leominster Road, and at year end the project was successfully completed. Ampac Corporation and David Holden are to be thanked for saving this landmark building from demolition and returning it to its original design and beauty. The Commission offered its support to the successful grant application for the town's purchase of the Longley Farm on Whitney Road. The seventy-five acres of protected open space provided by that grant has made an important contribution to the environmental protection of the Shirley Center Historic District. Design review was conducted on the Shirley Community Development Office applications for housing improvement grants within the Shirley Village National Register Historic District. Design review was also conducted on the new Fidelity Bank building at 21 Main St. As part of that project, the Historical Commission entered into a Memorandum of Agreement with Massachusetts Historical Commission, Fidelity Bank, and the Federal Deposit Insurance Corporation that outlined the process of preserving and documenting the historical characteristics of that site. These negotiations resulted in the relocation of the Conant House to a site across the street. Tim Bresnahan, the purchaser of the Conant House, and Fidelity Bank deserve recognition for their collaboration in saving this historic structure from demolition.

The Commission presented Superintendent Albert Chevrette and the Public Works Department with a Letter of Appreciation for their initiative in restoring the two commemorative roadside signs located on Great Road and on Phoenix St. that were originally installed by the Massachusetts Bay Colony Tercentenary Commission. They were also recognized for their dedication in maintaining the public grounds in Shirley Center and Shirley Village. At year end the Commission regretfully accepted the resignation of Ellen Iorio. She was a valuable and committed member of the Commission, and we thank her for her service to the town.

In 2003, the Commission joined with the community in celebrating the Town of Shirley's 250th anniversary. Members of the Commission were active participants in the planning committees for the celebration. The special events planned by many groups throughout the town, the historic pageants, historic house tours, celebrations of Shirley arts and letters, all have contributed to an increased awareness of the historic character of Shirley. We express our appreciation to all who worked so hard to make the anniversary year a memorable one. The Historical Commission exists as an advocate for our town's history. We welcome the support and ideas from town residents in the work of passing on our heritage to future generations.

Respectfully submitted,

Paul T. Przybyla, Chair
Robert Adam, Vice Chair
Donald Reed, Secretary
Kim Komperda, Member
Ellen Iorio, Member
Kate Field, Associate Member



MODERATOR'S REPORT

Change of Moderator

In mid 2002, Dr. Elizabeth J. Noyes resigned as Moderator of the Town of Shirley – a position which she filled with competence and distinction for 20 years. On 23 September 2002, the Board of Selectmen appointed George H. Knittel to the unexpired Moderator term until the May 2003 town election, at which he was elected to fill the remaining portion of the unexpired term.

Committee Appointments

The Moderator appoints the 7 members of the Finance Committee. During FY2003, the following individuals were appointed: Michael J. Swanton, term expiring 30 June 2005; Robert L. Mitchell, term expiring 30 June 2004; Michael B. Smith, term expiring 30 June 2004; Cheryl L. Hayden, term expiring 30 June 2006. This leaves one vacant position on the Finance Committee, which the Moderator is seeking to fill.

The Moderator (together with the Board of Selectmen and the School Committee) appoints 2 members and one alternate to the School Committee for the Nashoba Valley Technical High School. On 10 October 2002, Ms. Ann Geary Roche resigned her membership on this committee, leaving vacancies of one member position and one alternate position. These vacancies are still unfilled.

Town Meetings in FY2003

There were two special town meetings in FY2003 in addition to the annual town meeting. Details of the meetings are contained in the Town Clerk's report; an overview is given here.

A special town meeting was held on 10 March 2003 to modify the appropriations for FY2003, to approve purchase of the Longley Farm for conservation, and to consider several other articles.

A special town meeting was held on 28 April 2003 to consider changes to the Shirley Zoning By-law.

The 250th annual town meeting was held on 16 and 17 June 2003 with 146 voters present at inception. A proclamation from the U.S. Congress acknowledging Shirley's 250th anniversary was read by the Moderator.

Other Moderator Activities

In the Fall 2002, the Moderator was requested to moderate a series of monthly parent forums. These forums were meetings of the Shirley School Committee, the School Administration, and the Concerned Parents of Shirley Students for the purpose of discussing parent concerns related to the Shirley schools. The meetings were held during the period November 2002 through May 2003 and were helpful in exchanging information and working out responses to parent concerns. Although not part of his official town duties, the Moderator felt that moderating these meetings was an important service for the people of Shirley and so was glad to participate.

In November 2002, the Moderator represented the town of Shirley at the annual meeting of the Massachusetts Moderators' Association. These annual meetings cover new state law related to town meetings, and unusual and difficult issues which have arisen at various town meetings of Massachusetts' towns.

The Moderator thanks the people of Shirley and all the committees, commissions, boards, and officials for their support of and attendance at the Shirley town meetings. The open town meetings held in Shirley and many other towns are ongoing demonstrations of democratic government in action. Special thanks to the Finance Committee which once more this year accomplished its work with competence, compassion, and professionalism.

It has been my privilege and pleasure to serve as Shirley Town Moderator for FY 2003.

Respectfully submitted,

George Knittel



NASHOBA ASSOCIATED BOARDS OF HEALTH

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in Shirley. In 2003 particular efforts were made to respond to a series of new service demands in the Environmental Division while adjusting to changes in the Nursing Division created by national trends in health care. Some of the new service demands included:

- Answering inquiries from other local departments, regarding suspected bioterrorism incidents. Nashoba's internet web site provided information for the public. (See nashoba.org)
- Response to the bioterrorism threats through coordination and communication with the Centers for Disease Control, the MDPH, and the Massachusetts Emergency Management Agency (LEPC) of which Shirley is a member.
- Response to the West Nile Encephalitis (WNV) surveillance effort through coordination with MDPH, through the collection of suspected bird samples, submittal to the MDPH lab, and follow-up when the lab results were obtained.
- Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.
- Response to state mandated changes in regulations requiring more frequent beach sampling through sample collection, submittal for analysis, and follow-up when results were obtained.

We look forward to continuing our work with Shirley's Board of Health. Included in the day-to-day work of Nashoba in 2003 were the following:

- Shirley benefited from the services of Nashoba staff including: Registered Sanitarians, Certified Health Officers, Registered Nurses, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists
- Nashoba Nursing Service is the regional vaccine depot for MDPH.
- Provided health education programs with the Shirley Council on Aging.
- Collaborated with Montachusett Home Care concerning elders at risk and other safety issues.
- Responded to and assessed mental health concerns through crisis intervention and teamwork with other community resources including the Lipton Center.
- Reviewed 59 Title 5 state mandated private Septic System Inspections for Shirley Board of Health. Received, reviewed, and filed these state mandated (but unfunded) Title 5 inspections.

By the Shirley Board of Health's continued participation in the Association you can shape your future local public health programs and share in the benefits of quality service, under local control, at reasonable cost!



Environmental Health Department

Environmental Information Responses - Shirley Office (days).....	40
Food Service Licenses & Inspections	20
Beach/Camp/School Inspections	6
Housing & Nuisance Investigations.....	18
Septic System Test Applications	45
Septic System Lot Tests.....	77
Septic System Plan Applications	24
Septic System Plan Reviews	27
Septic System Permit Applications (new lots).....	16
Septic System Permit Applications (upgrades).....	8
Septic System Construction Inspections.....	20
Septic System Consultations.....	54
Well Permits	8
Water Quality/Well Consultations	18
Rabies Clinics - Animals Immunized	39

Nashoba Nursing Service

Nursing Visits	1525
Hospice	210
Rehabilitative Therapy Visits	783
Home Health Aide Visits.....	1437
Medical Social Service Visits	146
Local Well Adult, Support Groups, & Other Clinic Visits	330

Dental Health Department

Examination, Cleaning & Fluoride Grades K, 2 & 4	
Students Eligible.....	206
Students Participating	106
Classroom instruction of cleaning and maintaining healthy teeth to all children in these grades.	
Number of Programs	13
Students Participating	219
Fluoride Rinse Grant Program (State Supplied Materials, Nashoba Administered, Local Volunteers.) Nashoba's Registered Hygienists secure the dental materials for this program through a grant application to the Massachusetts Department of Public Health.	
Students Participating	164



PLANNING BOARD

During the period July 1, 2002 through June 30, 2003 the Planning Board approved three subdivisions and twenty-six frontage lot plans. Additionally the Board granted five Special Permits in accordance with the Protective Zoning Bylaws

After providing interim assistance to the Board, Susan Snyder was appointed as the new Planning Board Assistant in July 2002. Marie Nader of the Harvard Planning Board would remain as a consultant for training of Ms. Snyder.

William St. Coeur was re-elected to the Board by joint election with the Board of Selectmen in August 2002 but did not seek re-election in May 2003. Also a resignation from Associate Member Mark Prokoviev was accepted in August 2002. In January 2003 another joint election with the Board of Selectmen resulted in Rebekah Pavlik as a new Associate Member. Annual elections in May 2003 brought re-elections of Ms. Pavlik and Lewis I. Nathan, as well as a new member, William Poitras.

The Zoning Bylaw Review Committee remained hard at work throughout the year. In September 2002 Charles Colburn took a leave of absence from the Committee and Lisa Marino replaced him as the Board's representative. After lengthy research, in early 2003 four new bylaws, Shared Residential Driveway, In-law Apartment, Fences, and Mixed Use Overlay District were proposed for acceptance. Additionally, during that time frame revisions of the Water Supply and Wellhead Protection Overlay District were prepared. The Planning Board held the required hearings on all proposed bylaws and were able to present them for acceptance at the April 2003 Special Town Meeting. All five bylaws were approved by the Townspeople and ultimately by the Attorney General after a minor revision to the Mixed Use Overlay District. This revision was presented and approved at a Special Town Meeting in May 2003.

In April 2003 the Planning Board was instrumental in obtaining a \$30,000 grant from the Commonwealth as a result of Executive Order 418 to complete a Community Development Plan for the Town. The primary goal for this project is to finalize the Master Plan initiated and substantially finished in 1999. This Plan will focus on open space and resource protection, housing, and economic development. The first planning sessions were held in early June 2003 and will continue through early 2004.

The Planning Board continues to perform its duties in accordance with the General Laws of the Commonwealth of Massachusetts, Town of Shirley By-laws, Town of Shirley Protective Zoning Bylaw, and Town of Shirley Planning Board Subdivision Rules and Regulations. The Board graciously extends thanks to all other Town departments for their reviews, comments, and recommendations.

Respectfully submitted,

February 9, 2004

Lisa Marino, Chairman

Lewis I. Nathan, Vice-Chairman

J. Timothy Bresnahan, Clerk

Charles A. Colburn, Jr.



POLICE DEPARTMENT

Shirley Police Department is a force of 10 full time officers and 4 full time dispatchers who work 24 hours/ 7 days a week to insure the safety and security of the citizens of the Town of Shirley.

As your chief of police, it is my pleasure to report to you the activities of your police department as they relate to public safety.

CRIME CONTROL

The Town enjoys a very low crime rate, which adds to the quality of life in Shirley. The police department places a high emphasis on patrol to prevent crimes, as well as investigations to solve the crimes that are committed. We believe if we do not apprehend the people committing the crimes, they will continue to commit the same crimes.

TRAFFIC CONTROL

The single biggest complaint I hear from people is cars speeding in the neighborhood. All police cars are equipped with moving radar. This enabled the department to issue 1,078 citations last year.

In addition to enforcement, we used our last community-policing grant to purchase a speed trailer. This machine, when parked on the side of the road, clocks your speed and flashes it on a screen so that you will know how fast you're going and hopefully slow you down.

With the number of officers we have in our employ, we do our best to run radar and enforce traffic laws.

The police department investigated 80 motor vehicle accidents, with no fatalities. This represents an average of 1.5 accidents per week.

COMMUNITY POLICING

Due to state budget cuts we did not receive the community-policing grant that we have normally received, but we did receive a federal anti terrorism grant.

A stipulation of this grant is the federal government tells you what you can purchase. In keeping with the federal guidelines, we purchased gas masks, portable radios and a 6 wheel Polaris all terrain vehicle. We have used this vehicle to access the power lines and Water Department aquifer. We have also used the vehicle for enforcement of off road recreational vehicle laws wherefrom we have issued citations for unsafe operation, under age operation and operating without a license. I believe the enforcement of these laws and a police presence on the trails has deterred many problems, as well as prevented many accidents.

This past year we retired a sergeant after a life-changing career ending event. Sergeant Dale Prentiss, who was shot in the stomach in the line of duty last August, was retired. Sergeant Prentiss served the Town as a police officer for 15 distinguished years and we wish him the very best in his retirement.

We promoted a patrolman, Officer Peter Violette, to the position of corporal to fill the supervisory void left by the retirement.

Sergeant Gregory Massak was promoted to lieutenant to replace Lieutenant Avey who retired after 28 years on the department. So that we could conform to our budgetary restraints, after a sergeant was promoted to lieutenant; this position was left unfilled. So that our supervision was not compromised, the position of lieutenant was assigned to 4 pm to 12 am. This allowed for a personnel cut, but did not leave a supervisory void.

In closing, I would like to thank the citizens of Shirley for your continued support, Sergeant Nickerson, the police officers and dispatchers for their continued effort to keep the Town of Shirley safe, and Executive Secretary Ann Marie Whiting. I would also like to thank the Board of Selectmen, our Fire, Ambulance and Public Works Departments; together we work for your safety and security.

Respectfully submitted,

Police Chief Paul G. Thibodeau



PUBLIC WORKS DEPARTMENT

FY 2003 has been an extremely significant year for the Department of Public Works. It has been a year marked with challenge, change, consolidation, cooperation, commitment, and celebration; the 6-C's.

Challenge was marked by the department continuing to sustain services at reasonably high levels even in light of significant cuts in state aid to the Town and Department along with increased workload. Of course hardly anybody can forget the challenge that we all faced with one of the driest summers followed by the snowiest winters on record.

The Department of Public Works has been marked by change through the retirement of two dedicated employees; Albert Chevette and Lee Farrar whom both retired under the Commonwealth's special legislation Early Retirement Incentive program. Together Lee and Albert dedicated far over a half-century of service to our townspeople. We wish Al and Lee a long and health retirement. FY-2003 recorded the resignation of the department's administrative assistant and the budgetary loss of a vacant departmental Truck Driver/ Laborer position. The year also marked a major transition from Mr. Chevette's directorship to Paul Farrar's interim directorship to Joseph Lynch who was name as new Director of Public Works in March. Mr. Farrar performed outstandingly during this transition which happened to directly coincide with record winter snowfalls. The department, townspeople, and I all thank Paul for staying the course and maintaining high service levels throughout this period of change. Above all we commend Al for his years of leadership and vision. I only hope to measure up to Al's service to this town. I pledge that I will try.

Consolidation within the department has been marked by the combining and sharing of job duties and functions of the administrative assistant between the Sewer Commission and Department of Public Works. Through the effort and determination of Lonna Coke this consolidation has been a very smooth and effective one. A second departmental consolidation occurred by the Cemetery Commission shifting supervisory responsibility of the day to day operations and maintenance of the two Town Cemeteries from the Cemetery Superintendent (who resigned) to the DPW director. Through this consolidation effort the DPW has made use of seasonal labor staff, and use of regularly scheduled work crews from the Supervised Work Release Program based at MCI-Shirley. Thanks go out to the Massachusetts Department of Corrections and, in particular, to Paul Virdini superintendent of MCI-Shirley, for their contribution of tens of thousands of dollars of valuable labor-force time. There remains room for improvement in delivering operations and maintenance service at the cemeteries. However, use of this seasonal workforce has proven to be a successful and cost-effective stopgap measure in light of fiscal constraints that currently exist within the municipal government.

These days cooperation has become an essential element within municipal agencies. During this past year the Shirley DPW has strengthened relationships with our DPW colleagues in Devens, Ayer, Groton, Harvard, and Lancaster. In fact, together we have embarked upon development of a more formalized alliance for group purchasing, equipment sharing and mutual aid during large-scale natural disasters. Through formalizing this sort of consortium we hope to ultimately improve municipal services and achieve overall cost savings to each of our communities. We have made great progress so far and will continue our progress during FY-04. The DPW also instituted a municipal lose collection system. The Shirley Police Department cooperatively shares motor vehicle accident data with the DPW for all motor vehicle accidents that result in damage to town property. Then the DPW coordinates with a lose prevention vendor who makes a timely repair to the damaged municipal property. The vendor and town then together work to settle the claim with the automobile owner's insurance company. This cooperative effort has resulted in quicker repair times and collection of \$1000's of dollars in valuable municipal lose recovery. This new program has been very successful.

In the area of commitment I can't say enough about the high level of knowledge, professionalism, and dedication exhibited by our DPW workforce. Paul Farrar, Michael Lanteigne, Bobby Wheeler, and Arthur Flynn are competent, hardworking employees whom all pride themselves in their hard work and accomplished results. It is remarkable to consider just exactly how much work these four individuals complete. Additionally, I would be remiss not to mention the commitment that you, the townspeople, have shown to the DPW. You have committed your tax dollars to our trusted use with the only expectation being that we use them wisely and in a frugal and effective way. You have all noted and accepted the temporary service limitations that have been brought on by the temporary fiscal situation. You have willing expressed patience in waiting for the day when many of these services might be restored as the financial situation improves. The DPW thanks you.



Fy-2003 marked the beginning of the Town's 250th celebration. The DPW was happy to participate in these momentous events by painting the RED WHITE & BLUE centerline along the parade route and festive RED WHITE & BLUE stars and stripes at all village crosswalks. The DPW also hung and maintained all of the fundraising celebration banners throughout town. "Welcome 250th Celebration" signs were installed by the DPW at each of the town borders. The DPW also assisted in the preparation and clean up of the myriad of celebration events throughout the year.

The Department of Public Works spring and summer activities included street sweeping, mowing of parks, ball fields, areas along the railroad and the roadside, and the areas around most of the municipal buildings and schools. A more cost and performance effective catch basin cleaning program was provided this year as compared to past years. Since the DPW now owns its own catch basin cleaning truck the DPW is now able to undertake catch basin cleaning along a very flexible scheduling basis which eliminates the dependency upon the use of expensive, subcontract vendors. The DPW also repaired several catch basins this year to ease some drainage issues where old basins had either deteriorated or failed.

The DPW, as lead agency, completed the town's Notice of Intent to the US EPA under the Federal National Pollution Discharge Elimination System, a federal mandate. The DEP and EPA approved the towns' program and issued a discharge permit at the end of June 2003. This program essentially protects surface water quality and is likely to impose significant increases to operational expense to the town in future years.

Drainage repairs to a failed portion of the municipal drain in Clark Road were completed. This project was a joint effort of the town (survey and design) and the developers of the Meadows II and Countryside Estates residential developments, whom paid for and completed the construction. These improvements greatly mitigated a recurring problem of winter melt-off and dangerous ice accumulations along Clark Road.

This was the year where the burgeoning beaver population began taking its toll by affecting local roadways. The DPW repeatedly had to make costly (overtime) emergency responses from Police dispatches brought on by flooded, or iced over road conditions due to drains blocked by beaver. Areas along Whitney Road, Leominster Road, Squannacook Road, and Townsend Road were the hardest hit areas. The DPW cleared blocked drains and employed beaver deterrents with the support of the Massachusetts Division of Fish and Wildlife and the local Conservation Commission staff. These measures have been relatively effective but the ultimate solution is a comprehensive beaver population control program. The DPW is currently working with Devens DPW in addressing beaver controls along our common borders.

The winter season produced a total 111.84 inches of snow. The normal annual snowfall for this region is 62.7 inches, thus resulting in this winter's snowfall being nearly double that of a typical winter. This past winter featured below normal temperatures with average precipitation and above normal snowfall across many locations. It was the coldest winter in nine years since 1993-1994. However, this winter is not anywhere near the top ten coldest winters on record. Nevertheless it was a stark contrast to the winter of 2001-2002, which was the mildest on record. The average temperature during the winter of 2002-2003 was nearly 10 degrees colder than 2001-2002. As a result of the harsh winter and the amount of snow combined with ice control kept our crew extremely busy from October 2002 through April 2003.

The President's Day Weekend Blizzard of 2003 brought nearly two and a half feet of snow to our town. Governor Romney and President Bush both declared Middlesex County (and most Massachusetts counties for that matter) a Federal Disaster Area. This declaration allowed the DPW, on behalf of the Town of Shirley, the opportunity to file for federal disaster relief. The Shirley DPW spent approximately \$35,000 in fighting this blizzard. The Federal Emergency Management Agency (FEMA) determined that \$24,865 of the \$35,000 total cost were expenses eligible for relief assistance and the DPW applied for and received an \$18,650 (75% of the allowed cost) relief reimbursement from the federal government, which represents the maximum allowed by the FEMA.

This Department continues to work with the Massachusetts Highway Department on the Townsend Road reconstruction project. Engineering and design for this project has essentially been complete for the past 18 months. Permitting by the D.E.P. and our local Conservation Office has also been completed. Regardless of the degree of engineering and permit completion the project continues to await release of federal funding by the state. At last word MassHighway has delayed the release of funding for the anxiously anticipated construction start until 2008 at soonest! This timetable is very bothersome. Townsend Road continues to deteriorate, residents continue to get frustrated, and the Town continues to spend monies on stopgap repairs. What is clear is that the town has invested \$216,000 of its own money towards engineering, design, and permitting, all under the expectation that \$2.2 million of federal highway money would be released; A rather good investment by anyone's standard. However, the state's delay at releasing construction funding has gone far beyond unfair and is becoming intolerable. I pledge to work with the Town officials and the Town's state delegation in advancing this project to a better-scheduled construction start.



Plans are moving forward on the repairs of the Leominster Road Bridge over the Catacunemaug Brook. Reconstruction of the retaining wall is necessary since the existing wall has given way. Preliminary engineering and alternative analyses have been complete for some time. The Town is currently negotiating with the design consultant so that construction and bid documents can be prepared in support of a summer 2004 construction start.

The DPW continues to act as professional advisory staff to local boards and commissions. The DPW reviews plans and specifications during permitting and conducts inspections during construction for all new and ongoing town projects and developments. During FY-03 the DPW inspected the final phases and sewer project, and the following residential developments: Countryside Estates, Oaks Landing, Meadows II, Hazen Hills, Moore Drive, and Amanda Lane. Moore Drive and Amanda Lane were recommended and accepted as public ways at the Annual Town Meeting that was held June 16th, 2003. The DPW has conducted review of the following proposed facilities: Dunkin Donuts, Fidelity Bank, North Middlesex Bank, and Thermo Plastics. The DPW has reviewed and processed approximately 75 driveway and road cut permits.

The Department of Public Works offers the following report relative to the department's equipment. Our regular preventive maintenance schedule continues to be relatively effective at keeping the fleet in reliable service condition. However, a noticeable increase in frequency and cost for major repairs of a number of older pieces of equipment is occurring. Due to funding limitations the five-year Capital Plan did not authorize any DPW equipment purchases during FY-03. A capital replace plan for every piece of DPW equipment was prepared. This plan will better serve the department and town in assessing the department's equipment needs for years to come and better assist the town in developing contingency plans for equipment breakdown when replacement is not possible due to budget constraints. In the meantime the Department continues to exercise great care in the use of all of our equipment so as to prolong its remaining useful life.

In closing, I would like to take this opportunity to publicly thank my staff at the Department of Public Works. Their hard work and dedication to their job mission never faltered through the entire transition and they have made our department shine. I also thank all Town Officials, Town Boards and Departments, and the Shirley Water District who have welcomed and addressed the comments offered by the DPW. Above all I would like to thank our customers, the citizens of our fine community, for their continued support and cooperation and dedication. This wonderful town has made me feel very much at home and welcomed. Thank you.

Respectfully submitted,

Joseph W. Lynch
Director of Public Works



RECREATION COMMISSION

This past year, the Recreation Commission filled two seats which had been vacant for several years. The addition of the two new volunteers has given the commission the necessary manpower to better serve the town and attempt to expand the programs it offers.

Soccer continued to be a sport surging to the top of popularity. Over 230 players registered for the ever growing sport. Ages 8 through 16 played under the banner of the Ayer-Shirley Youth Soccer club and participated in the Nashoba Valley Youth Soccer League. The Instructional programs for the Under 8, Under 6 and Little Kickers Teams played at the Center School Field every Saturday. The Spring and Fall soccer seasons both ran for nine weeks.

Basketball held registration in early Fall for boys and girls from Kindergarten through the 8th Grade. They played in a newly formed league called Nashoba Valley Basketball League. The Kindergarten through 2nd Grade played all their games at the LAW School. The 3rd Grade through the 8th Grade traveled between the towns of Shirley, Ayer, Lancaster and Littleton. The season started in December and ended with playoffs in March. A total of 151 players participated this year. The season was finished off with a party and a shoot out with prizes being awarded to top winners. We would like to extend a special thanks to Steve Stern who organized the entire basketball season from start to finish.

The Spring Softball Program was run this year by Amy Peck who was assisted by several parent volunteers for girls in the 3rd Grade through the 8th Grade. Over 40 girls participated in the instructional program. We received a generous donation from the Ampac/Allstar Company which provided a batting helmet for each girl in the program. This is a program in which we may try to become part of a league if the interest level continues to grow.

The Recreation Department is always open to any new ideas that the Community may have that involve the residents of our town. We appreciate all the support we receive from the different departments within the town throughout the year. Our goal for next year is to look into the possibility of developing some of the Town's land for the programs being offered. At the present time the lack of playing fields available for recreation use has forced us to rent fields on Devens.

Respectfully submitted,

Keith Begun
Linda Cournoyer
Marty Mosbrucker
Janet Poitras
Nick Tedesco



SCHOOL SYSTEM

Shirley School Department Report

We, the members of the Shirley School Committee along with the School Department Administration, hereby submit our Annual Report for the calendar year 2003.

Shirley Middle School

The “Grand Opening” of the new Shirley Middle School took place on November 12, 2003. This wonderful 85,000 square foot building has a two story academic wing with separate classroom areas (pods) for grades 5 through 8. Each pod has a fully equipped science lab, special education room, and a project room in addition to the four basic subject classrooms. The academic wing also boasts two foreign language classrooms and an art room that has wonderful natural lighting.

Other special areas of the school include a well appointed centrally located library and computer lab, a large gymnasium, and a 500 seat were purchased through an estate gift from Marjorie Houston. Mrs. Houston was a relative of Lura A. White. Remembering a pleasant visit to the White home as a child, Mrs. Houston remembered the school in her will. The District is profoundly grateful for her generous gift to the children of the Shirley community.

The School Building Committee is to be commended for their dedication in bringing the largest building project in Shirley’s history to fruition. They worked diligently to insure that the building was built right, and they continue to monitor completion of the many smaller “punch list” items that inevitably are a part of any school building project.

Lura A. White School

The Lura A. White school has been converted into an elementary school for grades 1 through 4. Students and teachers are delighted to have adequate space for all their programs now that middle school students have relocated to the new middle school. Teachers who previously had small cramped spaces or no room at all, such as the special education teachers, now have wonderful rooms. After the middle school students moved out, the first impression of many visitors to LAW was how quiet the school was. The newfound space makes the learning environment so much better.

Devens School

The Devens School now serves approximately 125 students in grades preschool through kindergarten. This building was designed for young children. MassDevelopment leased the Devens School to the Town for five years. The rent was negotiated in conjunction with the purchase of the land for the middle school. In the first two years of the agreement the Town paid MassDevelopment \$100,000 per year. The next two years the rent drops to \$50,000, and the final year there is no cost to lease the building. Additionally, MassDevelopment pays nearly \$40,000 toward the cost of utilities for the operation of the building. This covers nearly the entire cost of utilities.

Center School

The past years have seen a steady rise in population of young children in Shirley, and the need for affordable part-day and full-day quality early childhood programs. Fortunately, the Center School location became available to assist the school district in providing additional space for a program, which already existed in Devens. It made sense to move the kindergarten classrooms to Devens to be with all the other kindergarten classrooms for program continuity and to move one of the three existing early childhood programs to the Center School location. In recognition of the Town’s historical significance, it seemed appropriate to maintain the “spirit of the Center School” by filling its beautiful spacious classrooms with young children. For this reason, an already existing early childhood classroom that provided full-day programming through the preschool and extended-day program was relocated to the Center School. The program is self-supporting and will be of no cost to the local budget.

Devens Contract

The contract with MassDevelopment to educate the students residing on Devens was renewed for two years. The Devens Educational Advisory Committee (DEAC) was established to advise MassDevelopment on how best to educate their students. In their annual report to MassDevelopment dated May 23, 2003, the DEAC stated, “After considering the data and the resident input, and after extensive discussion, the DEAC recommends with unanimous consensus that the Shirley School contract be extended for the two year period, ending August 29, 2006. The committee recognizes that there was a diversity of opinion on the contract extension from Devens’ residents, but concluded that, particularly in this uncertain economic climate,



the Shirley School System is well-equipped to serve the short-term educational needs of Devens residents. Faced with the prospect of significant growth in the Devens resident population, the committee also recognizes an urgent need for community development and a decision about permanent schooling for the children at Devens before the end of the extended contract.”

Personnel

Suzanne Mahoney is the new principal of Lura A. White School. Ms. Mahoney is an experienced elementary school teacher having worked in Harvard for many years. More recently she was an assistant principal in the Lunenburg elementary school. We are fortunate to have such an experienced elementary school educator lead our elementary program.

District Goals

Goal 1: Curriculum

To implement a challenging and cohesive PK-8 curriculum and a variety of instructional strategies to meet the diverse learning needs of all students.

English Language Arts

1. All students will improve their writing skills on long composition and open response questions of MCAS. Specifically they will increase knowledge and use of writing strategies, topic development, topic sentence, relevant details, and summaries.
2. Students who do not attain grade-level ELA knowledge or skills will be provided with instruction that matches skill level and learning pace.
3. Regular and special education teachers will gain skill in differentiating instruction within the regular education classroom to meet the needs of students with varying learning styles. Instructional process, product and assessment will be modified to address student needs.

Reading

1. All students will be assessed on a regular, timely basis to evaluate their levels of mastery of reading skills. Results will be used to design an intervention program to remedy gaps or weaknesses in student learning.

Mathematics

1. A committee will review the MathLand program to determine if the program meets all the standards of the state curriculum frameworks. The committee will research and recommend for adoption supplemental materials or a new textbook for the elementary school.
2. All students will receive math instruction from teachers who use or are learning to use a varied instructional repertoire to help students learn and develop mastery of mathematics concepts and skills, specifically in the areas of patterns/relationships, measurement.
3. Students who do not attain grade level mathematics knowledge or skills will be provided with course work that matches skill level and learning pace.

Objective: The District will explore the process for school accreditation through the New England Association for Schools and Colleges with the hope of beginning the accreditation process in 2004-2005.

1. A representative from NEASC will be invited to a School Committee meeting to discuss the process for accreditation and the cost implications.

Objective: The percentage of teacher assistants who are qualified using NCLB standards will increase.

1. Beginning in 2003, new teacher assistants hired will need a minimum of an associate degree or certification as a paraprofessional.

Current teacher assistants will develop an individual professional development plan that will lead to meeting the NCLB standard.

Goal 2: Facilities

To provide students clean, orderly, and safe learning environments.

Objective: Implement new Center, Devens, Lura. A. White, and Shirley Middle School programs.

1. Write and implement new Student/Parent Manuals for elementary and middle schools.

Objective: To establish a long term partnership with MassDevelopment to educate students living on Devens.

1. Work cooperatively with the Devens Education Advisory Committee on the long range educational plan for Devens residents after June 2006.



Goal 3: Climate

To create a learning environment that is characterized by care, respect, and collegiality.

1. All students will receive peer mediation and conflict resolution techniques through classroom teachers' implementation of Responsive Classroom techniques.
2. A comprehensive student code of behavior will be implemented during the 2003-2004 school year.
3. All new teachers will be trained in Responsive Classroom philosophy and techniques.
4. Elementary teachers will be offered the opportunity to participate in a graduate course on class management techniques.
5. Parent workshops will take place to educate parents in conflict resolution techniques and to familiarize parents with the code of behavior.
6. The behavior specialist for both the middle school and elementary school will utilize counseling strategies and build relationships with students in order to intervene in potential conflicts between students.
7. All students will participate in drug, tobacco, and alcohol education programs using the Michigan Model.
8. The behavior specialists in the elementary and middle schools will make targeted interventions involving potential and actual substance abuse violators.

Goal 4: Community

To strengthen the partnership between school and community through increased communication and involvement.

1. All parents will receive regular newsletters from the elementary and middle schools to alert them to school activities, volunteer opportunities, PTA and school council events, etc.
2. The middle school council will have parental involvement as a goal for 2003-2004 and will plan events/programs to support the increase in parental involvement.

The School Committee will increase communication with town boards, specifically the Board of Selectmen, through quarterly joint meetings.

Financial

The economy took a downturn during the 2002-2003 school year. Mid-year the state reduced aid to the Town leaving a budget shortfall. To help the Town close the budget gap, the School District returned \$70,000 to the Town.

In June 2003 the Annual Town Meeting appropriated state Chapter 70 school aid in the amount of \$3,950,169. This was a reduction of \$416,337 from the previous year, representing a 9.5% decrease in state school assistance.

Due to the decrease in state aid and the anticipated increase in the cost of opening the new middle school, the School Committee requested a \$220,000 increase in the local contribution, that is, the amount raised from local taxation. The override failed and the local contribution was reduced to \$1,434,388. However, the town did allow the school district to expend Medicaid money that may be received from the state for services provided to students with special education needs. The Medicaid cap was limited to \$60,000. When the local contribution and Medicaid are taken together, the District received the same amount of local tax dollars for the last four years.

Some of the impact of the revenue shortfall was softened by the receipt of grant money from the state late in the summer. Additionally, the District was able to carry over unexpended "school choice" and the "Devens contract" funds from the previous year.

The reduced revenue resulted in a cut of over \$513,000 in the needs-based budget proposed to maintain services and programs. The cuts were made in every line item and included supplies, books, technology, and maintenance. Personnel cuts included a kindergarten teacher, a reduction in hours for a foreign language position, two teacher assistants, a secretary, and a custodian.

The state also cut all bus transportation assistance this year. The Town made up the difference and level funded this account. Due to the rate increase in the bus contract and the cost of gasoline, the District reduced the fleet by one bus.



School Population

As of October 2003 the District was responsible for educating 964 students in grades PK through grade 12. One hundred ninety of these students attend either Ayer or Lunenburg High Schools. Twenty-five special education students attend out-of-district programs.

In conclusion, the Shirley School District is grateful to the citizens for building the new middle school. This allows students at all grade levels to have a quality learning environment. Decreased budgets continue to stretch the resources of the District. However, we continue to have high expectations for our students and are dedicated to providing them the best education possible.

Respectfully submitted by:

Dr. Thomas J. Scott, Superintendent

Shirley School Committee
Don Parker, Chairman
Gary Bourassa, Vice Chairman
Paul Wilson, Secretary
Bob Prescott
Hugh Muffoletto



2003 Year

Shirley, Massachusetts
Annual Awards
Presented to Graduates of the Eighth Grade
of the
Lura A. White School

American Legion Auxiliary Awards:

To the boy excelling in Science: Daniel Boyer -Winner; AJ Saganich -Runner-Up.
To the girl excelling in Science: Marissa Rivera - Winner; Valerie Leikina - Runner Up.

American Legion, Post No. 183 Award:

To the most outstanding boy in the eighth grade: Daniel Boyer -Winner; Stephen Sauvageau – Runner-Up.

Antoinette Fagan Memorial Award - Donated by Mr. and Mrs. Henry P. Fagan:

To the student showing superior effort: Justin Tate – Winner; Kaitlin Goss - Runner-Up.

The Bull Run Restaurant Award Donated by the Guercio Family:

To the student excelling in Spanish: Leanna Slarsky – Winner; Nikki Bortell – Runner-Up.

Hyman and Ida Perlstein Memorial Award Donated by Martin Distributing Company, Inc:

To the most outstanding girl in the eighth grade: Marissa Rivera – Winner; Kristen Callahan – Runner-Up.

Jeffrey P. Drobish Memorial Award Donated by the Drobish Family:

To the boy or girl attending Vocational School exhibiting kindheartedness to others: Chris Rossi - Winner:

Keith M. Kidder Memorial Awards by Shirley Fire Department and Family:

To the girl excelling in qualities of character, citizenship and leadership: Amber Fournier - Winner;
Leanna Slarsky - Runner-Up.
To the girl who exemplifies the qualities of generosity, kindness and a helpful attitude toward others girls: Kaitlin Goss- Winner Ashley Cauley - Runner Up.

Thomas B. Warner Memorial Award Donated by His Family:

To the boy excelling in qualities of character, citizenship and leadership: Winner – Curtis Mello; Runner-Up – Daniel Boyer.

Officer Ben Jackvony Memorial Award By his family:

To the boy excelling in qualities of generosity, kindness and helpfulness: Stephen Sauvageau – Winner; Phillip Hartsfield – Runner-Up.

Kristina Marcinkewicz Memorial Awards Donated by her family:

To the boy showing Special Effort in eight grade; Beau Chartier – Winner; Matthew McDonald – Runner-Up.
To the girl showing Special Effort in the eighth grade; Winner- Hope Januskiewicz; Alicia Easler – Runner-Up.

Lambert's True Value Hardware Award Donated by Mr. James D. Thibault:

To the student excelling in the study of Creative Writing: Amber Fournier – Winner; Stephen Sauvageau –Runner-Up.

Laura Belle Minott Memorial Award Donated by her family:

Nikki Bortell – Winner; Alexandria Minalga – Runner-Up.
Aaron Dow – Winner; Matthew McDonald – Runner-Up.

Leonard W. Quinty Memorial Awards Donated by his Family:

For courage, determination & perseverance. Baseball: Stephen Quatrone- Winner; Aaron Dow – Runner-Up.
For Courage, determination & perseverance Softball: Mara Bacon – Winner; Leanna Slarsky – Runner-Up.



Roy Jeannotte/Leonard Quinty Scholarship Donated by Nashoba Restaurant:

To the student excelling Music, Sciences & Athletics: Curtis Mello – Winner; Leanna Slarsky – Runner-Up.

Noyes Insurance Agency, Inc. Award:

To the student excelling in Language Arts: Marrisa Rivera – Winner; Stephanie White – Runner-Up.

PTA History of Academic Excellence Awards Donated by Shirley PTA:

To the boy who maintained the Highest Scholastic Average for Grades 6, 7, and 8 combined: Curtis Mello – Winner; Daniel Boyer – Runner-Up.

To the girl who maintained the Highest Scholastic Average for Grades 6, 7, and 8 combined: Marrisa Rivera – Winner; Nikki Bortell – Runner-Up.

Richard D. Shea Memorial Awards Donated by Mr. Burton D. Cofman:

To the boy excelling in physical education and fitness: Jonathan Bollinger – Winner; Daniel Boyer – Runner-Up.

To the girl excelling in physical education and fitness: Nikki Bortell – Winner; Leanna Slarsky – Runner-Up.

Scholastic Excellence Awards Donated by Mrs. Shirley H. Griffin:

To the boy excelling in scholastic excellence: Matthew McDonald – Winner; Christopher Rossi – Runner-Up.

To the girl excelling in scholastic excellence: Marissa Rivera – Winner; Nikki Bortell – Runner-Up.

Shirley Grange, No. 254 Awards:

To the boy showing the greatest improvement during the year: Matthew McDonald – Winner; Christopher Rossi – Runner-Up.

To the girl showing the greatest improvement during the year: Larrisa Brock – Winner; Alicia Easler- Runner-Up.

Shirley Teachers' Organization Award:

To the student excelling in Mathematics; Leanna Slarsky – Winner; Curtis Mello – Runner-Up.

Shirley Veterans of Foreign Wars Award:

To the boy excelling in Music: John Gionet – Winner; Bryan Fox – Runner – Up.

To the girl excelling in Music: Charlene Smith – Winner; Tiffany Grant – Runner-Up.

Rev. & Mrs. Dale McQueen:

To the student excelling in Social Studies: Carrie Swain- Winner; Justin Tate – Runner-Up.

United Church Awards:

To the boy excelling in qualities of honesty, integrity and cooperation: A.J. Saganich – Winner; Aaron Dow – Runner-Up.

To the girl excelling in qualities of honesty, integrity and cooperation: Kristen Callahan – Winner; Marissa Rivera – Runner-Up.

Women's Auxiliary, Trinity Chapel Awards:

To the girl excelling in Art: Alexandria Minalga – Winner; Brittany Gionet – Runner-Up.

To the boy excelling in Art: Justin Tate – Winner; James Soucy – Runner-Up.



2003 Shirley Graduates

Ayer High School

Theresa Addonizio
William Bagni
Stephanie Bateman
Wesley Caissie
Uijin Chong
Corey Descheneaux
Ty Grantham
Shawnn Gyles
Patrick Hause
Melissa Hill
Holly Januskiewicz
Nicole Lee
Terrance McCormack

Christopher McNeal
Juliet Olivier
James Phipps
Naomi Pond
Travis Shultz
Jessica Pierre
Todd Wheatley
Jing Zhou

Lunenburg High School

Rachel Baxter
Michael Bottos
Jacob Brownell
Chelsea Coates
Ryan Farnsworth
Jacquleen Hunt
Joshua Jackson
Kristen Landers
Justin Reischutz
Renee Tarbell
Amy Wessells

St. Bernard's High School

Elizabeth Ellis
Yvonne Martin
Calia Scullane



Shirley Graduates 2003 Scholarships

Recipient:	Scholarship:
Theresa Addonizzio	Earl Baxter Memorial Scholarship
Wesley Caissie	JP Sullivan Co Scholarship
	Harold G Norton Scholarship
Ui-Jin Chong	BEMIS Scholarship
Melissa Hill	Joseph Kaplan Scholarship
	Earl Baxter Memorial Scholarship
	John Peralta-Joe Burt School
Juliet Olivier	Adventure World RV Div. of Campers Inn of
	Ayer Scholarship
	Music Boosters Scholarship
Travis Shultz	National Honor Society Scholarship
	Henry Nutting Scholarship
Todd Wheatley	Frank Johnson-Evelyn Gilliland Packer
	Scholarship
	Ayer Gun & Sportsman Club Scholarship
Jing Zhou	Bemis Scholarship

Shirley Graduates 2003 Ayer HS Awards

Recipient:	Award:
William Bagni	G.V. Moore Lumber Co. Award
	Community Service Award
Wesley Caissie	Collado Award
Melissa Hill	Daughter's of the American Revolution
	Administrative Leadership Award
Christopher McNeal	Computer Award
Naomi Pond	Shirley Fire Department Award
	Community Service Award
Juliet Olivier	Community Service Award
Travis Shultz	Marion Swinell Whitcomb Award
	Shirley Fire Department Award
	Presidential Academic Achievement
	Community Service Award
Todd Wheatley	G.V. Moore Lumber Company
	Physics Award
	Evelyn Hernandez Memorial Award
Jing Zhou	Hyman Ida Perlstein
	Citizen of the Year Award

Underclassmen Awards

Recipient:	Award:
Brooke Bortell	Spanish I Award
Rachele Burns	Spanish II Award / Biology Award
Meredith Partridge	Latin II Award / French I Award /
	National Latin Exam Award
Neil Woodward	Spanish III Award



Nashoba Valley Technical High School

100 Littleton Road, Westford 01886

978-692-4711 - fax 978-392-0570

2003-2004 Annual Report

Administration

Dr. Judith L. Klimkiewicz	Superintendent
Mr. Victor Kiloski	Assistant Superintendent/Principal
Mr. Paul Demers	Director of Pupil Personnel
Ms Carol Heidenrich	Director of Technology
Ms Beverly Tefft	Business Manager
Mr. Nicholas DeSimone	Dean of Students
Mr. George Kalarites	Facilities Manager

School Committee

Samuel Poulten – Secretary	Chelmsford	Irene Machemer	Townsend
Robert Joyce – Vice Chairman	Chelmsford	Hajo Koester	Westford
Ralph Hulslander	Chelmsford	Joan O’Brien – Chairman	Westford
Deborah D’Agostino	Groton	Alternates	
Augustine Kish	Littleton	Donald Ayer	Chelmsford
Joy Dalrymple	Pepperell	Sandra Proctor	Pepperell
Jerrilyn Bozicas	Pepperell	William Foster	Littleton
Al Buckley	Pepperell	Kevin McKenzie	Groton
Dolores Guercio	Shirley	Joshua Negrich	Townsend
Barbara Sherritt	Townsend	Diana Greenwood	Westford

Calendar: Three twelve-week trimesters. Eight forty-five minute periods set in a block schedule, five days per week. The school schedule alternates one week of academic classes with a week in a vocational-technical program for grades ten through twelve.

Student Enrollment: As of October 1, 2003

Chelmsford	87
Groton	31
Littleton	15
Pepperell	108
Shirley	41
Townsend	86
Westford	35
Ayer	29
School Choice	65
Total Enrollment	497



Vocational-Technical Programs

Auto Body Repair	Graphic Communications
Automotive Technology	Horticulture/Landscape Design
Banking, Marketing & Retail	Hotel/Restaurant Management
Construction/Cabinet Making	Machine Tool Technology
Culinary Arts	Medical Occupations
Dental Assistant	Office Technology/Telecommunications
Early Childhood Education	Painting & Decorating/Interior Design
Electrical Technology	Plumbing/Heating
Electronics/Robotics	Pre-Engineering
In 2004-2005 will include Cosmetology, Theater Arts and TV/Media Production	

MCAS INTENSIVE PROGRAMS

Nashoba has had an **MCAS Summer Program** for the last three years for incoming students and current students free of charge.

MCAS Academies in English and Math are provided for freshmen and sophomores during the school day.

Academic Success Center is an after school program for ninth through twelfth grade students focusing on individualized assistance in areas of weakness.

Individual Student Success Plans assigns students with a mentor who will identify areas of weakness and work with Academy Teachers, Success Center Tutors, and the student's regular academic teachers to help the student improve on these targeted areas. Tutoring sessions focus on improving students' achievement.

Eleventh Grade Academies allows any student needing to retake the MCAS exam the opportunity to attend an upper class English and Math Academy.

SPECIAL ACADEMIC PROGRAMS

College preparatory courses are available in all core subjects
Foreign language is offered all four years for interested students.

Dual Enrollment

Juniors who are eligible may elect to enter the Dual Enrollment Program and take their junior and senior year at a community or state college facility in Massachusetts or New Hampshire. Upon completion, they receive their high school diploma from Nashoba and one or two years of credit from the college.

Nine students in recent years have graduated with an Associates degree from college and their high school diploma at the same time. Also, individual study programs for talented students are directed to their area of excellence and higher pace for those students desiring it. In the 2003/04 school-year our first student was granted early acceptance to Massachusetts Institute of Technology (MIT).

Tech Prep

Students enrolled in specific technical areas receive college credits while at Nashoba.

STUDENT ACTIVITIES

Nashoba sponsors an extensive program in intra-scholastic sports including varsity teams in ten high school sports with equal opportunities for both male and female students. Other extracurricular activities may include Student Council, National Honor Society, Yearbook, Students Against Destructive Decisions, Skills USA, Student Leadership, peer mediation, and many special interest clubs.

Continuing & Community Education

Approximately 1500 adult students a year attend the Continuing Community Education Program in late afternoon and evenings at Nashoba.



The Kids Career Exploration Program

A free after school program offering students in grades five, six, and seven an opportunity to explore career opportunities. Availability and programs are subject to change from year to year.

Summer Programs

Nashoba Valley's Allstars Summer Program is offered to 5th, 6th, and 7th graders in the area. Students enjoy outdoor adventures, sports programs, computer applications, graphics and academic enrichment.

Also "Jump Start" a program for incoming freshman students is offered to acquaint the new students with the school, programs, facility and staff.

Community Service Projects

Nashoba is unique in its construction programs. Students go out to district towns to work on community service projects. Rather than building one house a year, the students perform needed projects for the district towns. This program educates students in a real world setting, allows the towns the benefit of viewing Nashoba students at work and having a major work project completed without expending extra town tax dollars for capital improvement.

There are a variety of opportunities offered at Nashoba Valley Technical High School for every student.



BOARD OF SELECTMEN

The Town of Shirley's 250th year was marked by change and celebration. Many thanks go to the Town's 250th Committee for the many great events. From October's Halloween party to the reading of the town's proclamation in January to the Grand Ball, the Air Force Band concert, the celebration's motto, "Tradition and Pride" was in evidence. At the end of our fiscal year we shared the Town's pleasure at seeing the Red, White & Blue striping and crosswalks, (courtesy of the DPW) in the Village area. The Board of Selectmen thanks the dozens of people who contributed to this resurgence of community spirit.

Community spirit was also in evidence in August of this fiscal year, when Sergeant Dale Prentiss of the Shirley Police Department was shot in the line of duty while responding to a domestic violence call. The citizens of Shirley owe a debt of gratitude to our Police Department, Fire Department, and EMTs, as well as a host of surrounding communities and state agencies for their prompt, caring and professional response to this situation. We were overwhelmed at dedication of our public safety officials; they are truly here to "Protect and Serve."

Our community came together again in April as U.S. troops headed for the Middle East, with a "Support Our Troops" rally held in Whitely Park, and the Scouts' yellow ribbon campaign throughout the town.

As always, many thanks go to our good friends at MCI-Shirley. At the request of the American Legion, spearheaded by Marcel Gionet, a historic bell was relocated to its original Church Street location. Later in the year the Board of Selectmen signed an agreement with MCI to lease 26-28 acres of flat farmland in front of the prison to be used for recreational purposes for many years to come.

We were pleased to finalize, after much time and hard work by the Conservation Commission, an EOE Self-Help Grant in the amount of \$1,050,000 in order to purchase the 70+ acre Longley Farm as a permanent conservation area.

Shirley marked the 50th Anniversary of the Korean War with the presentation of a commemorative flag presented by the American Legion Ladies' Auxiliary in November, which now flies over Whitely Park.

Good wishes were extended at the end of the calendar year to several of our town employees who were able to participate in the Commonwealth's Early Retirement Incentive Program. They included Lee A. Farrar (32+ years of Service, DPW), Scott Coates (29+ years, School Department), Judy Stanislaw (26+ years, School Department), Leon Avey (28+ years, Police Department) and Albert Chevette (23+ years, DPW Director).

In October, following a lengthy search process, we were pleased to appoint Kyle Keady, former Selectman, as Town Administrator. This opening was due to the untimely death of former Executive Secretary L. Thomas Linden in July. The Board will miss Tom's wisdom and guidance for many years to come. In December, the Linden family graciously donated a print of Norman Rockwell's "Open Town Meeting" which now hangs over the Selectmen's meeting table as a remembrance.

Other appointments included George Knittel as Moderator and Joseph Lynch as DPW Director.

We continued our ongoing relationship with MassDevelopment, the current caretakers of Devens. In November we welcomed the return of long-time Selectman Leonardo "Chip" Guercio to our board in a special election. Chip resumed his active role on the Joint Boards of Selectmen, meeting monthly to advise on issues pertinent to the Devens region.

Our board offers profuse thanks to our town employees, particularly to Town Administrator Kyle Keady and to our office staff, Marian Stronach-Cardillo and Kathleen Rocco, and to the people of the Town of Shirley, who make our service a pleasure.

Respectfully submitted,

Charles R. Shultz, Jr., Chairman
Ellen M. Doiron
Leonardo M. Guercio



BOARD OF SEWER COMMISSION

The Sewer Commissioners are pleased to report that the sewer system is up and running smoothly and about two-thirds of the properties that are required to connect into the system have done so. Due to the extreme cold winter and deep frost, the Sewer Commissioners extended the connection dead-line date until the spring. At this time, the Commissioners expect the remaining one-third of the properties to tie into the system. The Sewer Commissioners would like to thank the citizens for their patience and cooperation during this process.

Respectfully submitted by the Board of Sewer Commission,

Leonardo M. Guercio
James M. Schaff
Robert C. Schuler
Donald E. Farrar, Jr.
Camille Farrar



TAX COLLECTOR

MOTOR VEHICLE & TRAILER EXCISE

1992 Outstanding 7/1/02	3,863.68
Interest Charges	.92
Other Charges	10.00
Warrant Charges	23.00
Reg. of Motor Vehicle Mark Charge	20.00
Tax Collected	13.75
Interest Collected	.92
Other Charges Collected	10.00
Warrant Charges Collected	23.00
Reg. of Motor Vehicle Mark Collected	20.00
1992 Outstanding 6/30/03	3,849.93
1993 Outstanding 7/1/02	4,243.77
Interest Charges	1.15
Other Charges	20.00
Warrant Charges	46.00
Reg. of Motor Vehicle Mark Charge	40.00
Tax Collected	31.25
Interest Collected	1.15
Other Charges Collected	20.00
Warrant Charges	46.00
Reg. of Motor Vehicle Mark Collected	40.00
1993 Balance 6/30/03	4,212.52
1994 Outstanding 7/1/02	4,719.07
Interest Charges	2.84
Other Charges	45.00
Warrant Charges	46.00
Reg. of Motor Vehicle Mark Charge	40.00
Tax Collected	42.50
Interest Collected	2.84
Other Charges Collected	45.00
Warrant Charges Collected	46.00
Reg. of Motor Vehicle Mark Collected	40.00
1994 Balance 6/30/03	4,676.57
1995 Balance 6/30/03	4,138.66
1996 Outstanding 7/1/02	4,224.39
Interest Charges	1.49
Other Charges	5.00
Tax Collected	5.00
Interest Collected	1.49
Other Charges Collected	5.00
1996 Balance 6/30/03	4,219.39
1997 Outstanding 7/1/02	3,277.56
Interest Charges	2.57
Other Charges	10.00
Warrant Charges	23.00
Reg. of Motor Vehicle Mark Charge	20.00
Tax Collected	35.00
Interest Collected	2.57
Other Charges Collected	10.00



Warrant Charges Collected	23.00
Reg. of Motor Vehicle Mark Collected	20.00
1997 Balance 6/30/03	3,242.56
1998 Outstanding 7/1/02	2,822.34
Interest Charges	24.66
Other Charges	80.00
Warrant Charges	138.00
Reg. of Motor Vehicle Mark Charge	160.00
Tax Collected	243.12
Interest Collected	24.66
Other Charges Collected	80.00
Warrant Charges Collected	138.00
Reg. of Motor Vehicle Mark Collected	160.00
1998 Balance 6/30/03	2,579.22
1999 Outstanding 7/1/02	3,203.19
Commitments	11.88
Interest Charges	31.68
Other Charges	90.00
Warrant Charges	184.00
Reg. of Motor Vehicle Mark Charge	180.00
Tax Collected	372.92
Interest Collected	31.68
Other Charges Collected	90.00
Warrant Charges Collected	184.00
Reg. of Motor Vehicle Mark Collected	180.00
1999 Balance 6/30/03	2,842.15
2000 Outstanding 7/1/02	13,643.20
Commitments	23.75
Interest Charges	88.44
Other Charges	270.00
Warrant Charges	598.00
Reg. of Motor Vehicle Mark Charge	500.00
Tax Collected	1,140.95
Abatements	581.98
Refunds	(82.75)
Interest Collected	88.44
Other Charges Collected	270.00
Warrant Charges Collected	598.00
Reg. of Motor Vehicle Mark Collected	500.00
2000 Balance 6/30/03	12,026.11
2001 Outstanding 7/1/02	11,406.11
Commitments	13,434.31
Interest Charges	478.54
Other Charges	1,085.00
Warrant Charges	2,135.00
Reg. of Motor Vehicle Mark Charge	1,640.00
Tax Collected	16,573.91
Abatements	2,493.45
Refunds	(567.82)
Interest Collected	478.54
Other Charges Collected	1,085.00
Warrant Charges Collected	2,135.00
Reg. of Motor Vehicle Mark Collected	1,640.00
2001 Balance 6/30/03	6,340.88



2002 Outstanding 7/1/02	51,950.46
Commitments	128,738.76
Interest Charges	1,121.60
Other Charges	4,090.00
Warrant Charges	4,481.00
Reg. of Motor Vehicle Mark Charge	1,820.00
Tax Collected	158,847.03
Abatements	10,089.23
Refunds	(3,566.72)
Returned Checks	(996.15)
Interest Collected	1,121.60
Other Charges Collected	4,090.00
Warrant Charges Collected	4,481.00
Reg. of Motor Vehicle Mark Collected	1,820.00
2002 Balance 6/30/03	16,315.83
2003 Outstanding 7/1/02	0.00
Commitments	516,146.28
Tax Collected	406,334.96
Abatements	12,974.52
Refunds	(4,440.67)
Returned Checks	(1,379.69)
2003 Balance 6/30/03	102,657.16

PERSONAL PROPERTY

Fiscal Year 1987	Outstanding 6/30/03
Fiscal Year 1988	Outstanding 6/30/03
Fiscal Year 1989	Outstanding 6/30/03
Fiscal Year 1990	Outstanding 6/30/03
Fiscal Year 1991	Outstanding 6/30/03
Fiscal Year 1992	Outstanding 6/30/03
Fiscal Year 1993	Outstanding 6/30/03
Fiscal Year 1994	Outstanding 6/30/03
Fiscal Year 1995	Outstanding 6/30/03
Fiscal Year 1996	Outstanding 6/30/03
Fiscal Year 1997	Outstanding 6/30/03
Fiscal Year 1998	Outstanding 6/30/03
Fiscal Year 1999	Outstanding 6/30/03
Fiscal Year 2000	Outstanding 6/30/03
Fiscal Year 2001	Outstanding 6/30/03
Fiscal Year 2002 Outstanding 7/1/02	2,693.96
Interest Charges	42.67
Demands Charges	40.00
Tax Collected	1,270.44
Interest Collected	42.67
Demands Collected	40.00
Fiscal Year 2002 Outstanding 6/30/03	1,423.52
Fiscal Year 2003 Outstanding 7/1/02	0.00
Commitments	228,512.44
Interest Charges	64.41
Tax Collected	224,563.87



Abatements 288.88

Interest Collected 64.41
Fiscal Year 2003 Outstanding 6/30/03 3,659.69

REAL ESTATE

Fiscal Year 1991 Balance 6/30/03
Fiscal Year 1994 Balance 6/30/03
Fiscal Year 1995 Balance 6/30/03

Fiscal Year 1998 Outstanding 7/1/02 590.05
Interest Charges 50.33
Other Charges 5.00
Tax Collected 81.16
Interest Collected 50.33
Other Charges Collected 5.00
Fiscal Year 1998 Balance 6/30/03 508.89

Fiscal Year 1999 Outstanding 7/1/02 1,264.04
Interest Charges 67.02
Other Charges 5.00
Tax Collected 597.94
Interest Collected 67.02
Other Charges Collected 5.00
Fiscal Year 1999 Balance 6/30/03 666.10

Fiscal Year 2000 Outstanding 7/1/02 219.94
Interest Charges 732.67
Other Charges 15.00
Tax Collected 1,632.13
Interest Collected 732.67
Other Charges Collected 15.00
Fiscal Year 2000 Balance 6/30/03 (1,412.19)

Fiscal Year 2001 Outstanding 7/1/02 18,879.50
Interest Charges 1,683.00
Other Charges 20.00
Tax Collected 11,220.07
Abatements 3,320.28
Refunds (3,320.28)
Interest Collected 1,683.00
Other Charges Collected 20.00
Fiscal Year 2001 Balance 6/30/03 7,659.43

Fiscal Year 2002 Outstanding 7/1/02 147,750.90
Interest Charges 11,453.89
Other Charges 555.00
Tax Collected 90,048.51
Abatements 390.81
Tax Taking 41,924.38
Refunds (390.81)
Returned Checks (1,473.83)

Interest Collected 11,453.89
Other Charges Collected 555.00
Fiscal Year 2002 Balance 6/30/03 17,251.84



Fiscal Year 2003 Outstanding 7/1/02

Commitments

Interest Charges

Other Charges

Tax Collected

Abatements 9,717.56

Exemptions 88,396.80

Refunds (35,373.91)

Returned Checks (2,032.00)

Interest Collected

Other Charges Collected

Fiscal Year 2003 Balance 6/30/03

BETTERMENTS

Outstanding 7/1/02	0.00
Commitments	16,879,518.72
Interest Charges	89.10
Betterment Collected	911,160.22
Committed to Tax	622,261.97
	102,439.16
Abatements	142,500.00
Deferrals	(8,906.25)
Returned Checks	
Interest Collected	89.10
Balance 6/30/03	15,110,063.62

BETTERMENTS COMMITTED TO TAX

Outstanding 7/1/02	0.00
Commitments	622,261.97
Betterment Collected	521,934.95
Abatements	4,848.34
Deferrals	7,500.00
Returned Checks	(234.37)
Balance 6/30/03	88,213.05

BETTERMENTS COMMITTED INTEREST

Outstanding 7/1/02	0.00
Commitments	162,103.98
Betterment Interest Collected	109,614.13
Abatements	1,494.99
Returned Checks	(39.30)
Balance 6/30/03	51,034.16

SEWER USAGE

Outstanding 7/1/02	0.00
Commitments	140,979.89
Sewer Usage Charge Collected	122,630.43
Balance 6/30/03	18,349.46



SUMMARY OF MONEYS COLLECTED AND TURNED OVER TO TREASURY

	TAX	INTEREST
Motor Vehicle Excise	583,793.82	1,762.81
Personal Property	225,834.31	107.08
Real Estate	5,018,962.03	24,343.68
Sewer Betterments	911,160.22	89.10
Betterment Committed to Tax	521,934.95	
Betterment Committed Interest	109,614.13	
Sewer Usage	122,630.43	
Roll Back Tax	3,782.57	
Trailer Park Fees	15,489.00	
Copies of Bills	2,053.00	
Municipal Lien Certificates	14,975.00	
Septic Repair Loans	10,665.75	
Registry of Motor Vehicle Mark Fee	4,480.00	
Betterment Desolvment Certificates	224.00	
Demands	6,350.00	
Warrant Charges	7,672.00	
 Sub Total	 7,559,651.21	 26,302.67
 Grand Total of All Moneys Collected & Turned over to the Town Treasury		 7,585,953.88

Fiscal Year 2003 was the first time Sewer Betterments were billed. With the help of John Rounds the initial billing went out in September 2003. Those property owners who chose not to pay the entire betterment were then billed on the Real Estate Tax Bills in February and May. Although there was some confusion, as there always is with anything new, we were able to make our way through the process.

I would like to thank the people of Shirley for the support and confidence they have shown me over the years. I can now be reached by e-mail at hhaase@shirley-ma.gov.

Respectfully submitted,

Holly J. Haase
Tax Collector



SHIRLEY TECHNOLOGY ADVISORY BOARD

The Technology Advisory Board is a recent addition to Shirley Town Government. It was formed at the request of the Board of Selectmen to help the town use technology efficiently and insure the taxpayers dollars are spent wisely.

The Board has worked with all departments in the Town to improve how technology is used. The Board started by doing a complete inventory of how technology is used in the Town. This included computers, software, network, telephone systems and connectivity. Once the inventory was completed a new a network architecture and technology plan was presented to the Board.

Many projects have been completed in the last year. A fiber optic “backbone” was installed to connect the new Middle School, the Library, the Town’s office and the Police Station. A Firewall was installed to protect the Town’s network. The Police computers were put on a separate network for increased security. A voice over IP phone system was installed.

How the Town connects to the internet has been improved. In the past the Town, the School system and the Library all had separate contracts to connect to the internet. The Board designed, built and deployed single connection for the Town that reduced costs and improved service.

Current projects include a new Town internet site and an automated inventory system.

Respectfully submitted,

Richard Dill, Chairman
William Scally
Nancy Sheen



TOWN TREASURER

Dear Residents of the Town of Shirley:

I am pleased to provide you with a Treasurer's Report for Fiscal Year 2003 for the Town of Shirley. The Town continues to be financially sound, though reductions in State Aid made it necessary to use some of our Stabilization Fund for the 2003 budget. Fiscal years 2004 and 2005 may require the use of additional reserves. Sound financial management in previous years enabled these reserves to be put aside for this specific purpose and are adequate for use as a supplement to programmed revenue in these difficult financial times.

The financial management practices of the past few years have helped the Town to maintain our Standard and Poor's bond rating of 'A'. Maintaining this rating enables us to save money on financing the debt for the construction of the new Middle School and Auditorium.

The staff in the Treasurer's Office continued to focus on two capital projects, the Wastewater Collection System and the construction of the new Middle School. These two projects total more than \$30,000,000 and require detailed analysis of cash management, revenue projections, and the temporary and permanent debt financing.

The regular duties and responsibilities of the Treasurer's Office include cash management, investments, debt management, and management of Trust Funds, banking relationships, human resource management and benefits administration. Investment income is an integral part of the Town's regular revenue. In spite of a decline in revenue over the past two years because of market changes, we have been able to maximize our earnings while maintaining the principles of safety and liquidity of investments. Investment income for the past six years is as follows:

FY98	FY99	FY00	FY01	FY02	FY03
\$64,877	\$66,690	\$75,269	\$77,473	\$57,911	\$38,103

As Treasurer, I am a member of The Middlesex Retirement System Advisory Board. The Advisory Board meets regularly to discuss the management of the Retirement System, the investment of pension funds and changes in public retirement law. The Middlesex Retirement System remains one of the top public retirement systems in the Commonwealth and is among the leaders in the return on investment of pension funds.

My sincere thanks and appreciation go to my colleagues in Town Government. Their dedicated service has a direct impact on our collective success. Janet Poitras, Assistant Treasurer; Patricia Forest, Town Accountant; Nicole Hunt, Assistant Town Accountant; Holly Haase, Town Collector; Rebecca Caldbeck, Assistant Assessor; Sylvia Shipton, Town Clerk; Lonna Coke, Sewer Department Administrative Assistant; Kyle Keady, Executive Secretary; Patricia Stern, School Department Business Manager; the Board of Selectmen; the Finance Committee; the School Business Office Staff; and employees in all Town Departments.

Our Town, its residents and its businesses are our first priority. We will continue to work with our colleagues, appreciate their talent and value, and recognize that it is through our combined efforts that we are best able to serve our community. The staff in the Treasurer's Office is available to answer any questions regarding our areas of responsibility within the Town government. Please contact us in person at the Town Offices, by phone at 978-425-2600, x215, or by e-mail at treasurer@shirley-ma.gov.

Respectfully submitted,

Kevin A. Johnston
Treasurer



Town of Shirley
Cash Analysis
FY 2003

Month	Beginning Balance	Revenue	Expenses	Ending Balance
7/02	\$20,721,740.02	\$1,070,750.07	\$(3,380,368.31)	\$18,412,121.78
8/02	\$18,412,121.78	\$1,465,321.58	\$(1,687,864.22)	\$18,189,579.14
9/02	\$18,189,579.14	\$2,370,969.75	\$(1,702,504.97)	\$18,858,043.92
10/02	\$18,858,043.92	\$1,148,554.05	\$(3,009,864.62)	\$16,996,733.35
11/02	\$16,996,733.35	\$621,667.71	\$(2,574,615.87)	\$15,043,785.19
12/02	\$15,043,785.19	\$1,580,067.21	\$(2,600,498.69)	\$14,023,353.71
1/03	\$14,023,353.71	\$1,416,710.85	\$(2,188,856.12)	\$13,251,208.44
2/03	\$13,251,208.44	\$872,773.62	\$(1,888,801.22)	\$12,235,180.84
3/03	\$12,235,180.84	\$2,278,008.46	\$(1,474,442.12)	\$13,038,747.18
4/03	\$13,038,747.18	\$18,701,470.97	\$(20,682,724.24)	\$11,057,493.91
5/03	\$11,057,493.91	\$1,367,673.05	\$(2,268,086.76)	\$10,157,080.20
6/03	\$10,157,080.20	\$3,463,763.17	\$(2,794,493.36)	\$10,826,350.01



Calendar Year 2003 Employee Wages

<u>Municipal Government Offices</u>	<u>Wages</u>
Noreen T. Blanchette	\$ 3,034.22
Susan G. Brand	\$ 315.00
Rebecca A. Caldbeck	\$ 22,936.54
Antonia M. Callahan	\$ 17,769.78
Dorothy E. Claydon	\$ 3,254.03
Lonna Coke	\$ 31,019.90
Ellen M. Doiron	\$ 2,616.90
Donald Farrar Jr.	\$ 35,249.89
Patricia A. Forest	\$ 34,016.30
Robert Friedrich	\$ 7,903.84
Anne Gagnon	\$ 18,326.86
Robert Goyette	\$ 2,290.68
Leonardo M. Guercio Jr.	\$ 2,616.90
Holly J. Haase	\$ 46,258.00
Kathleen Herrera	\$ 4,997.10
Sandra Hill	\$ 27,397.57
Nicole Hunt	\$ 29,297.70
Kevin Johnston	\$ 45,291.33
Susan Johnston	\$ 20,702.86
Kyle J. Keady	\$ 54,381.84
Antonia S. Lanteigne	\$ 4,074.74
Marjorie Marcinkewicz	\$ 2,330.75
Allison Martin	\$ 1,579.29
Elizabeth Milburn	\$ 3,498.87
Janet Poitras	\$ 27,684.55
Thomas J. Quigley	\$ 1,461.99
Kathleen A. Rocco	\$ 16,631.83
David Redmond	\$ 66,039.76
Joseph A. Saball Sr.	\$ 2,290.68
George Shanklin	\$ 3,614.76
Sylvia L. Shipton	\$ 46,258.00
Charles R. Shultz Jr	\$ 2,616.90
Susan Snyder	\$ 22,438.37
Marian Stronach-Cardillo	\$ 37,725.00
Bernard Sweeney	\$ 5,479.57
Ruth Terry	\$ 10,329.87
James D. Thibault	\$ 8,153.84
<u>Police Department</u> (Including all Police Details)	
Paul Thibodeau	\$ 79,031.36
Leon Avey	\$ 2,220.24
Alphonse Baron	\$ 526.50
Patricia Chevrete	\$ 6,068.27
Steven Clark	\$ 45,583.11
Gary E. Coke	\$ 187.75
Earlene Cooley	\$ 84.21
David Cravedi	\$ 386.10
Robert Diconza Jr.	\$ 491.40
Joseph H. Downing, Jr.	\$ 596.70
Michael Fazio	\$ 1,522.08
Kevin M. Feeley	\$ 2,089.76
Robert W. Finn	\$ 1,053.00
John Gaughan	\$ 666.90
James Gerakines	\$ 49,442.81
Ryan Griffin	\$ 772.20
Gregory P. Gushlaw	\$ 12,043.76
Jack Hebert	\$ 979.96
James A. Hisman	\$ 772.20
Merkendrick Jackson, Jr.	\$ 3,631.52
Dale C. Jenkins Jr.	\$ 180.24
Keith Keady	\$ 1,642.68
MaryAnn Kinirey	\$ 7,634.67
Andrew Kularski	\$ 280.80
David Lanteigne	\$ 5,174.23



Craig K. Laprade	\$ 81,937.62
George D. Martinez	\$ 666.90
Gregory Massak	\$ 67,236.49
John McNally	\$ 4,321.80
James M. McNamara	\$ 772.20
Everett L. Moody	\$ 596.70
Everett W. Moody Jr.	\$ 49,095.53
John H. Moran	\$ 386.10
Christopher D. Newbould	\$ 280.80
Kevin Nickerson	\$ 62,309.17
Robert Pacetti	\$ 953.13
Patrick Perry	\$ 58,041.01
Paul Porter	\$ 982.80
Dale Prentiss	\$ 43,423.25
Juan D. Ramos	\$ 772.20
John A. Ranno Sr.	\$ 4,607.51
Mary Rice	\$ 2,482.50
Thomas H. Sampson	\$ 596.70
Samuel Santiago	\$ 3,056.09
Timothy M. Schaeffer	\$ 45,563.60
Paul Silvester	\$ 386.10
William J. St. Coeur	\$ 14,618.55
Peter Violette	\$ 60,197.47
Edward Walkonen	\$ 9,059.70
Michael Welch	\$ 877.50
Ann Marie Whiting	\$ 38,588.40
Steven G. Whitney	\$ 666.90
<u>Fire Department</u>	
Dennis Levesque	\$ 56,212.27
Dana P. Amendola	\$ 2,692.46
Terance Atwood	\$ 1,107.76
William J. Callahan Jr.	\$ 2,872.50
James Clark	\$ 77.55
Troy Cooley	\$ 26,737.18
Ronald Danehy	\$ 170.61
Albert Deshler	\$ 7,363.45
Andrew Devoll	\$ 1,564.08
Cory Farrar	\$ 1,935.00
Frederick Gibbons	\$ 1,669.84
Brian Goodman	\$ 2,486.81
Daniel R. Harris	\$ 41,947.79
Joseph R. Hawthorne Jr.	\$ 52,929.70
Jason J. Leblanc	\$ 1,490.69
Edward Lindsay Jr.	\$ 17,923.85
William Poitras	\$ 3,986.17
Mark Richard	\$ 490.43
Peter Roberts	\$ 155.11
Patrick Roy	\$ 38,473.64
Sean Roy	\$ 116.33
Martin W. Scott	\$ 45,720.95
Robert Shakarian	\$ 612.66
Jeffrey Snow	\$ 1,130.78
Gerard E. Wheeler	\$ 45,356.61
Robert Wheeler III	\$ 89.18
Brian White	\$ 1,462.65
<u>Ambulance Service</u>	
Dwight M. Detillion	\$ 7,984.54
Mary Cooper	\$ 155.72
Donald Denning	\$ 171.23
Roy Ellis	\$ 685.85
Kellie Favreau	\$ 655.14
Lisa Gibbons	\$ 12,892.02
Dana Ranno	\$ 1,502.63
Elizabeth Wade	\$ 1,001.01
Alex W. Weiss	\$ 744.48



Communications Department

John Burgoyne	\$ 33,531.25
Lisa M. Carroll	\$ 21,130.62
Cheryl R. Gorini	\$ 13,604.30
John Gorini	\$ 1,930.23
Katie A. Hawthorne	\$ 32,052.48
Maryann McLaughlin	\$ 7,900.79
Robert Moody Sr.	\$ 35,015.58
Steve P. Plante	\$ 1,071.20
Christine Rosman	\$ 2,074.46

School Department

Ingrid S. Adam	\$ 1,087.20
Pierette C. Amaral	\$ 10,341.69
Thomas J. Arsenault	\$ 10,335.64
Zuzana Artim	\$ 23,050.41
Dawn-Marie S. Ayles	\$ 18,090.93
Marina B. Bacon	\$ 1,928.99
Kathleen C. Bailey	\$ 2,190.00
Allison Banks	\$ 5,611.26
Danielle M. Banks	\$ 980.13
Katherine Banks	\$ 26,256.34
Cynthia G. Bazinet	\$ 38,260.00
Joanne Beauchamp	\$ 51,426.64
Julie A. Beauchamp	\$ 994.50
Nancy M. Bell	\$ 144.00
Rebecca A. Bennett	\$ 34,354.64
Jennifer Bevilacqua	\$ 38,659.07
Sheri Bollinger-George	\$ 6,448.77
Rae A. Bonnevie	\$ 2,180.00
Meredith D. Bormann	\$ 14,385.64
Robert A. Bostrom	\$ 60.00
Heidi Bourgeois	\$ 26,161.46
Clare M. Boyle	\$ 1,190.00
Susan L. Bryant	\$ 8,728.93
Bryan J. Brown	\$ 2,999.40
Linda Brownell	\$ 29,377.85
Susan Butler	\$ 18,831.87
Karen R. Butterfield	\$ 260.00
Peter G. Capodagli	\$ 60,885.79
Sebastian Carbone	\$ 34,047.96
Justin T. Carlson	\$ 274.80
Margaret Carlson	\$ 24,137.10
Megan M. Carlson	\$ 1,943.06
Sally Carlson	\$ 63,893.78
Ryan W. Cassidy	\$ 18,699.40
Jeanette M. Champion	\$ 55,554.79
Timothy Churchill	\$ 35,646.91
Janice L. Cianflone	\$ 23,997.59
Sheila M. Clifford	\$ 1,657.00
Scott L. Coates	\$ 4,158.34
Melissa S. Collier	\$ 336.77
Marijah M. Comesana	\$ 32,970.67
David L. Conley	\$ 26,254.41
Jane N. Cook	\$ 64,550.03
Kerry Cooper	\$ 29,158.81
Elizabeth S. Costa	\$ 20,099.05
Linda C. Cournoyer	\$ 24,342.95
Joanne M. Crellin	\$ 38,012.36
Kerin Crockett	\$ 36,346.43
Ritchie B. Cummings	\$ 11,858.72
Debra Cutter	\$ 22,799.99
Melissa E. Czechowski	\$ 360.00
Susan M. D'Amico	\$ 49,201.53
Margaret M. Day	\$ 43,175.78
Mary C. Day	\$ 16,141.43
Deborah Delaite	\$ 967.10
Brenda M. DeSalvio	\$ 25,209.51



Christa E. Descheneaux	\$ 962.40
Lauren E. Dill	\$ 477.35
Michele Dilley	\$ 566.63
Sharon A. Dipasquale	\$ 42,859.12
Rebecca R. Djordjevic	\$ 18,793.75
Stefan Djordjevic	\$ 2,100.44
Elaine Donovan	\$ 12,590.26
Mark E. Dorval	\$ 16,614.23
Rebecca Doughty	\$ 12,553.63
Kenneth Dow Jr.	\$ 35,789.50
Marlene Dow	\$ 20,583.49
Megan Dow	\$ 1,967.31
Sara E. Dow	\$ 5,461.05
Jennifer S. Doyle	\$ 52.80
Constance K. Dubois	\$ 420.00
Debra A. Dumont	\$ 18,830.88
Susan B. Dunham	\$ 523.20
David R. Emerson	\$ 187.20
Marla Farrow	\$ 35,947.00
Sandra Ferguson	\$ 23,145.86
Robert L. Fink	\$ 235.00
Debra M. Flagg	\$ 69,371.28
Janet M. Flanagan	\$ 547.20
Kasey A. Fletcher	\$ 1,750.15
Harry M. Ford	\$ 4,645.52
Lynda J. Ford	\$ 23.34
Elizabeth Foster	\$ 37,598.46
Susan Foster	\$ 60,054.64
Joseph Gallant	\$ 15,364.00
Eileen E. Garcia-Smith	\$ 749.66
Colleen Geddis	\$ 15,676.16
Erin K. Gendron	\$ 36,154.86
Julie A. Gesin	\$ 400.00
Cynthia D. Gianakos	\$ 2,005.48
Patricia E. Giannini	\$ 51,097.88
Natalie Green	\$ 14,347.80
Lindsey S. Gresco	\$ 1,368.07
Shelley Guarino	\$ 63,343.03
Karen L. Gutheil	\$ 17,396.40
Robin L. Hacking-Davis	\$ 24,796.14
Cecilia L. Haigh	\$ 6,149.33
Kathleen M. Hall	\$ 12,361.04
Susan D. Hall Heinz	\$ 1,110.00
Frances A. Hamer	\$ 9,768.63
Tamara Hampson	\$ 17,598.75
Jacquelyn N. Harris	\$ 5,518.01
Kerry Harris	\$ 23,223.14
Jonathan T. Hawthorne	\$ 725.00
Cynthia L. Henderson	\$ 5,102.35
John P. Hanshaw	\$ 1,380.00
Benjamin Hanson	\$ 5,284.78
Crystal A. Hill	\$ 6,727.09
Valery E. Hillier	\$ 26,626.26
Steven C. Howard	\$ 700.00
Richard C. Iliff	\$ 22,901.06
Randy Isenburg	\$ 1,294.80
Ashley M. Jackson	\$ 50.00
Sarah F. Jackson	\$ 210.00
Diane Januskiewicz	\$ 14,014.52
Judith M. Jason	\$ 5,269.83
Marcy Jerome	\$ 14,297.25
Aaron H. Jodka	\$ 480.00
Sarah Jodka	\$ 50,905.93
Alexandra M. Jones	\$ 15,944.92
Joan M. Jones	\$ 414.90
Jenny R. Jordan-Begley	\$ 38,445.37
Sylvia A. Jordan	\$ 69,598.43



Wendy Karuzis	\$ 36,854.60
Cindy King	\$ 5,253.12
Kenneth D. Kopelman	\$ 5,147.26
Barbara Kurzanski	\$ 12,370.19
K. Martin Laine	\$ 3,991.00
Karen Lamarine	\$ 20,569.74
Andree M. Lambert	\$ 64,323.78
Ryan J. Lambert	\$ 97.60
Catherine M. Lavallee-Nacke	\$ 64,523.78
Kristy Levesque	\$ 14,054.77
Sarah Lewis	\$ 1,620.00
Kimberly L. Lizotte	\$ 51.10
Kristen P. Lynch	\$ 36,772.50
Kathryn M. Lyon	\$ 25,135.38
Michael E. Magnan	\$ 27,043.70
Patrick Magnan	\$ 209.61
Amanda L. Mahoney	\$ 23.10
Suzanne J. Mahoney	\$ 29,409.71
Meredith A. Marcinkewicz	\$ 62,436.85
Brenda Marcoux	\$ 49,513.56
Norma J. Marshall	\$ 280.80
Paul A. Martel	\$ 115.20
Shari L. Martin	\$ 7,978.19
Michelle A. Marvin	\$ 4,425.39
Donna M. Maynard	\$ 914.40
Christine McCarthy	\$ 17,176.43
David F. McCloskey	\$ 60.00
Cathleen McDonald	\$ 4,445.22
Marilyn McDonald	\$ 42,929.63
Tina M. McDonald	\$ 5,604.17
Mark McKenna	\$ 9,002.92
Kathleen T. McNabb	\$ 5,350.59
Lisa McNally	\$ 13,483.62
William H. McSheehy	\$ 55,817.29
Carol F. Mearn	\$ 1,072.00
Parvin Mirshahi	\$ 11,550.23
Cathy V. Mitchell	\$ 26,066.16
Annette L. Monea	\$ 791.78
Maria E. Morrell	\$ 1,640.00
Peter J. Morris	\$ 950.00
Penny Morse	\$ 13,834.57
Sharon L. Mosca	\$ 2,234.58
Elizabeth L. Murray	\$ 3,637.50
Maryellen Murray	\$ 34,980.36
Heidi D. Nelson	\$ 5,815.88
Elaine Nogueira	\$ 36,458.01
Susan E. Noll	\$ 6,585.50
Joan O'Clair	\$ 14,294.88
Mary Ellen O'Hara	\$ 37,218.27
Carole Oneil	\$ 3,026.27
Lonnie R. Ouellette	\$ 46,159.59
John E. Page	\$ 294.00
Julie E. Paris	\$ 56,112.09
Annya M. Pedreschi	\$ 33,886.81
David P. Pedreschi	\$ 14,631.70
Guadalupe A. Pemberton	\$ 16,528.75
Linda-Lee Perrine	\$ 52,409.07
Christopher J. Pistone	\$ 319.20
Susan L. Poland	\$ 2,041.09
Robert F. Pollock	\$ 13,851.12
Salvador Ponces	\$ 26,699.04
Daniel R. Pontius	\$ 35,739.58
Michelle L. Porter	\$ 48.40
Vanetta H. Porth	\$ 41,949.72
Donna F. Rasmussen	\$ 6,210.92
Gerlinde H. Raynor	\$ 1,577.50
Darlene Richard	\$ 64,063.41



Randy J. Richard	\$ 39,718.57
Roberta Richard-Aikey	\$ 47,960.92
Shirley Richard	\$ 8,973.72
Diane M. Ridings	\$ 500.00
Lezlie Rinaldi-Whitehouse	\$ 35,618.64
Debra L. Rivera	\$ 5,788.39
Nancy R. Roberts	\$ 36,476.09
Renee Robinson	\$ 434.53
Kim Rock	\$ 38,955.06
Nicole M. Rodger	\$ 60.00
Sally Rouleau	\$ 420.00
Michael W. Roy	\$ 14,527.34
Marie Saball	\$ 36,621.74
Jessica Sands	\$ 37,064.78
Amy Schilip	\$ 6,373.98
Thomas Scott	\$ 94,966.53
Laurie S. Segar-Collins	\$ 50,241.06
Bernard F. Senecal	\$ 6,298.84
Susan Sheldrick	\$ 15,080.83
Claudia Shoemaker	\$ 30,357.61
Charlene B. Shorey	\$ 55,054.79
Mary Sidney	\$ 11,355.56
Sharon A. Slarsky	\$ 45,897.28
Harold Smith Sr.	\$ 8,723.95
Nadine Y. Smith	\$ 31,702.85
Samantha M. Soto	\$ 534.20
Christopher R. Snow	\$ 8,960.65
Paula K. Sonntag	\$ 63,823.78
Joseph B. Spencer	\$ 17,277.10
Judy L. Stanislaw	\$ 3,694.20
Cathy L. Steele	\$ 1,277.82
Patricia A Stern	\$ 70,064.02
Lois A. Suarez	\$ 496.20
Jane Sullivan	\$ 54,553.30
Nathan D. Sund	\$ 1,930.00
Robin L. Sutherby	\$ 4,269.31
Charles E. Tellier	\$ 64,640.00
Joel M. Tellier	\$ 1,460.00
Tore Tonnesson	\$ 39,161.93
Ellen Tremont	\$ 6,349.20
Laura Troisi	\$ 38,614.22
Margaret Twiss	\$ 45,187.07
Kathleen M. Vaillette	\$ 212.60
Katherine C. Vessey	\$ 3,408.20
Laurie T. Walker	\$ 915.00
Thomas Walsh Jr.	\$ 75,774.56
Bonnie J. Warren	\$ 37,798.01
Elise White	\$ 12,622.28
Denise L. Williams	\$ 3,821.00
Susan Williams	\$ 890.85
Lorraine Wilson	\$ 12,954.80
Teresa D. Wilson	\$ 20.00
Peter C. Zopes	\$ 909.60
<u>Department of Public Works</u>	
Joseph W. Lynch	\$ 53,309.68
Brian Boomgaarden	\$ 150.93
Albert R. Chevrette	\$ 8,233.29
Alton P. DeGreenia	\$ 92.88
Lee A. Farrar	\$ 13,718.83
Paul F. Farrar	\$ 50,895.54
Arthur Flynn III	\$ 42,848.06
Sheryn L. Forest	\$ 1,909.41
John Hebert Jr.	\$ 1,857.60
Michael Lanteigne	\$ 44,953.82
Alphee Levesque	\$ 1,277.10
Michael R. Pare	\$ 1,342.25
Charles O. Shraison	\$ 4,053.00



Roger Stebbins	\$ 944.28
Joseph A. Snyder	\$ 774.00
Joshua R. Vandal	\$ 506.97
Tobby Wheeler	\$ 48,073.49
Dean R. Wood III	\$ 650.16
Edward W. Wood, Jr.	\$ 15.51
Michael Yoder	\$ 580.00
<u>Hazen Memorial Library</u>	
Debra Roy	\$ 22,868.57
Nancy M. Bassett	\$ 8,263.07
Ui-Jin Chong	\$ 850.50
MaryLou Clark	\$ 7,495.80
Susan Cusik	\$ 19,048.78
Kathleen R. Farrar	\$ 9,481.33
Christopher McNeal	\$ 2,915.13
Linda Shea	\$ 2,205.82
Halley Terry	\$ 934.88
<u>Council on Aging</u>	
Robert Addonizio Sr.	\$ 7,962.60
Dennis Maskousky	\$ 14,617.24
William E. Mercer	\$ 6,754.93
<u>Benjamin Hill Pool</u>	
Ruth Maxant-Schulz	\$ 7,874.63
Douglas R. Jackson	\$ 490.00
Joshua Jackson	\$ 1,821.63
Kristen S. Landers	\$ 483.76
Jennifer Mello	\$ 523.13
Timothy J. Mitton	\$ 983.50
Jennifer Murphy	\$ 1,365.00
Laurie A. Murphy	\$ 498.00
Amanda Schulz	\$ 492.00
Meredith L. Partridge	\$ 442.50
Christine Scesny	\$ 1,032.75
Stephanie Schwartz	\$ 735.27
Total Wages Paid	\$7,009,558.50



DEPARTMENT OF VETERANS' SERVICES

FY03 was an average year for Veterans need's; our money remained within projection. We had anticipated an increase from veterans returning from Afghanistan and Iraq but did not see an impact; when a bonus is awarded for those areas we'll see a change. We were involved in application for "concurrent receipt" payments. This were concerned retired veterans with service connected disability. This action had been in the mill for a number of years, a well-earned and deserved step forward for these veterans and a step forward in keeping our military the strongest and most qualified in the world. Retirees are our military with long periods of service who continually provide the continuity and cohesion needed to maintain a standardized quality military. Also it appears that today's military are, upon completing military service, "melting" back into civilian life those more easily than of the Korean and Vietnam areas. These past wars have taught us better how to handle and provide for our veterans. It also seems our military is being received better all through the "life cycle". If our country's "job picture" improves so will the picture for our veterans. We expect an influx in V. A. business as soon as the state passes the bill now in progress regarding the status on "peace-time veterans", which Governor Romney has stated he will sign. We have at least 50,000 veterans in the state that will be affected by this bill.

Respectfully submitted,

Bernard H. Sweeney
Veterans' Agent



ELECTED & APPOINTED OFFICIALS

Elected Only

BOARD	ELECTION	LAST	FIRST	TERM
Board of Assessors	2005	Quigley	Thomas	3
	2004	Goyette	Robert	3
	2006	Saball	Joseph	3
Board of Health	2004	Howlett, Jr.	Joseph	3
	2005	Farrar, Jr.	Donald	3
	2006	Esielionis	Jacqueline	3
Constable	2004	Keady	Keith	3
	2005	Clark	Steven	3
	2006	Hippler	Robert	3
Library Trustee	2004	Rocco	Kathleen	3
	2004	Lynch	Thomas	3
	2005	Desmet	Marjorie	3
	2006	Johnston	Susan	3
	2006	Stanislaw	Judy	3
Moderator Planning Board	2005	Knittel	George	3
	2005	Colburn	Charles	5
	2006	Marino	Lisa	5
	2007	Poitras	William	4
	2008	Nathan	Lewis	5
	2004	Bresnahan	Timothy	1
	2005	Vacancy		2
Planning Board Associate Recreation Commission	2003	Vacancy		3
	2004	Tedesco, Jr.	Nicholas	3
	2005	Cournouer	Linda	3
	2005	Begun	Keith	3
School Committee	2004	Bourassa	Gary	3
	2004	Prescott	Robert	3
	2005	Muffoletto	Hugh	3
	2006	Parker	Don	3
	2004	Wilson	Paul	3
	2004	Shultz, Jr.	Charles	3
Selectmen	2005	Doiron	Ellen	3
	2006	Guercio	Leonardo	3
	2005	Schaff	James	3
Sewer Commissioner	2006	Schuler	Robert	3
	2004	Haase	Holly	3
Tax Collector	2004	Shipton	Sylvia	3
Town Clerk	2004	Shipton	Sylvia	3
Trustee War Memorial Non-Veteran	2005	Quinty	James	3
Trustee War Memorial- Veteran	2005	Gionet	Marcel	3
War Memorial Trustee Veteran	2004	Salafia	Vivian	3
	2005	Morone	Theodore	3
	2006	Sidilau	Donald	3



Appointed Only

BOARD	LAST	FIRST	TERM	EXPIRES
250th Anniversary Committee	Gionet	Amelia	1	6/30/04
	Gionet	Helen	1	6/30/04
	Johnston	Kevin	1	6/30/04
	Keady	Kyle	1	6/30/04
	Marcinkewicz	Meredith	1	6/30/04
	Przybyla	Paul	1	6/30/04
	Quinty	Elaine	1	6/30/04
	Salafia	Vivian	1	6/30/04
Ambulance Service	Swain	David	1	6/30/04
	Coates	Scott	1	6/30/04
	Cooley	Troy	1	6/30/04
	Denning	Donald	1	6/30/04
	Deshler	Al	1	6/30/04
	Devoll	Andrew	1	6/30/04
	Ellis	Roy	1	6/30/04
	Favreau	Kellie	1	6/30/04
	Gibbons	Frederick	1	6/30/04
	Harris	Daniel	1	6/30/04
	Hawthorne	Joseph	1	6/30/04
	Poitras	William	1	6/30/04
	Ranno	Dana	1	6/30/04
	Roy	P.J.	1	6/30/04
	Snow	Jeffrey	1	6/30/04
	Vacancy		1	6/30/03
	Vacancy		1	6/30/03
	Vacancy		1	6/30/03
	Wade	Elizabeth	1	6/30/04
	Detillion	Dwight	1	6/30/04
Ambulance Service-Director				
Animal Control Officer	St. Coeur	William	1	6/30/04
Assistant Accountant	Hunt	Nicole	1	6/30/04
Assistant Treasurer	Poitras	Janet	1	6/30/04
Benjamin Hill Park	Cournoyer	Linda	1	6/30/04
	Farrar, Jr.	Donald	1	6/30/04
	Shipton	Sylvia	1	6/30/04
	Shultz, Jr.	Charles	1	6/30/04
Board of Registrars	Guthrie,III	John	3	6/30/05
	Huxley	Robert	3	6/30/06
	Sefranek	Thomas	3	6/30/04
Board of Registrars-Clerk	Shipton	Sylvia	1	6/30/04
Building Inspec & Zoning	Farrar, Jr.	Donald	1	6/30/04
Building Inspector 2nd	Halligan	William	1	6/30/04
Building Inspector Alternate	Rhodes	Gary	1	6/30/04
Cable Advisory Committee	Condon	Gary	1	6/30/04
	Dressler	Alan	1	6/30/04
	Scally, Jr.	William	1	6/30/04
	Vacancy		1	6/30/02
	Vacancy		1	6/30/02
	Vacancy		1	6/30/02
Cemetery Committee	Vacancy		1	6/30/03
	Ablett	Carl	3	6/30/03
	Lamoreaux	Philip	3	6/30/05
	Shipton	Sylvia	3	6/30/05



Appointed Only

BOARD	LAST	FIRST	TERM	EXPIRES
	Vacancy		3	6/30/05
	Vacancy		3	6/30/04
Center Town Hall Committee	Bourassa	Kathleen	1	6/30/04
	Curry	Donna	3	6/30/04
	MacCarthy	Lauren	3	6/30/06
	Manning	Doreen	1	6/30/04
	Stewart	David	3	6/30/05
	Vacancy		1	6/30/02
	Vacancy		1	6/30/03
	Vacancy		3	6/30/04
Civil Defense Director	Levesque	Chief Dennis	1	6/30/04
Conservation Comm Assoc	Gabriel	Timothy	3	6/30/05
	Cronin-Wilson	Margaret	3	6/30/06
Conservation Commission	Vacancy		3	6/30/03
	Askin	Nancy	3	6/30/05
	Brauckmiller	Denise	3	6/30/04
	Burkhardt	Robert	3	6/30/06
	Howlett	Natalie	1	6/30/04
	Ricci	Heidi	3	6/30/04
	Tohline	Carolyn	3	6/30/06
	Gionet	Amelia	3	6/30/05
	Guercio	Leonardo	1	6/30/04
	Hayes	Cynthia	3	6/30/06
Council on Aging	Johnston	Susan	3	6/30/05
	Martin	Mary	1	6/30/04
	Perreault	Maryanne	3	6/30/04
	Vacancy		3	6/30/04
	Vacancy		3	6/30/03
	Vacancy		3	6/30/04
	Vacancy		3	6/30/04
	Vacancy		3	6/30/04
	Vacancy		3	6/30/04
	Vacancy		3	6/30/04
Crossing Guard	Ranno, Sr.	John	1	6/30/04
Cultural Council	Caissie	Rhonda	6	6/30/07
	Ebbeson	Joan	2	6/30/04
	Haase	Holly	3	6/30/05
	James	Kari	6	6/30/04
	Jerome	Marcey	2	6/30/03
	Longley	Mona	3	6/30/05
	Manning	Delores	6	6/30/07
	Swain	Dorry	3	6/30/03
	Cooley	Earlene	1	6/30/04
	Courmoyer	Linda	1	6/30/04
Democrat Election Worker	Day	Sophie	1	6/30/04
	DeSmet	Marjorie	1	6/30/04
	Field	Hugh	1	6/30/04
	Gionet	Amelia	1	6/30/04
	Guthrie III	John	1	6/30/04
	Huxley	Robert	1	6/30/04
	Lanteigne	Shirley	1	6/30/04
	Larochelle	Jeannette	1	6/30/04
	Marcinkewicz	Marjorie	1	6/30/04
	Oelfke	Charline	1	6/30/04
	Oelfke	John	1	6/30/04
	Prentiss	Dana	1	6/30/04
	Pringle	Pamela	1	6/30/04
	Rivera	Aurea	1	6/30/04
	Rounds	John	1	6/30/04
	Shea	Ruth	1	6/30/04
	Sizer	Rachel	1	6/30/04
	Smith	Alamanda	1	6/30/04
	Bourassa	Kathleen	1	6/30/04
	Delorey	Natalie	1	6/30/01



Appointed Only

BOARD	LAST	FIRST	TERM	EXPIRES
	Ricci	Heidi	1	6/30/04
DPW Director	Lynch	Joseph	1	6/30/04
DPW Seasonal Position Jr.	Farrar	Lee	1	6/30/04
E911 Coordinator	Moody	Robert	1	6/30/04
Field Driver	St. Coeur	William	1	6/30/04
Finance & Development -	Oelfke	John	1	6/30/04
	Wesolowski	Sigmund	1	6/30/04
Fin & Development Advisory	Weslowski	Sigmund	1	6/30/03
Finance Committee	Hayden	Cheryl	2	6/30/05
	Kolarik	Frank	3	6/30/05
	Mitchell	Robert	1	6/30/04
	Smith	Michael	1	6/30/04
	Swain	David	3	6/30/04
	Swanton	Michael	3	6/30/05
Fire Chief	Levesque	Dennis		
Greenway Committee	Deloury	Natalie	1	6/30/04
	Dressler	Alan	2	6/30/04
	Shephard	Larry	1	6/30/04
	Vacancy		3	6/30/03
	Vacancy		3	6/30/03
Head Dispatcher	Moody	Robert	1	6/30/04
Hist Commiss/Hist District	Field	Kate	1	6/30/04
	Adam	Robert	3	6/30/05
	Iorio	Ellen	2	6/30/05
	Komperda	Kim	2	6/30/05
	Przybyla	Paul	3	6/30/05
	Reed	Donald	3	6/30/04
Honor Roll Planning	Vacancy		1	6/30/03
	Griffin	Aron	1	6/30/04
	Vacancy		1	6/30/02
	Vacancy		1	6/30/03
	Vacancy		1	6/30/02
Independent Election Worker	Johnston	Kevin	1	6/30/04
	Thibault	James	1	6/30/04
Information Technology	Dill	Richard	1	6/30/04
	Scally	William	1	6/30/04
	Sheen	Nancy	1	6/30/04
	Vacancy		1	6/30/03
	Vacancy		1	6/30/04
Insurance Advisory	Noddin	Leone	1	6/30/04
JBOS Transportation	Field	Hugh	1	6/30/04
Labor Counsel	Angelini	Gregory	1	6/30/04
MART Advisory Board	Hatch	Richart	1	6/30/03
MCI Community Relations	Doiron	Ellen	1	6/30/04
	Guercio	Leonardo	1	6/30/04
	Hatch	Richard	1	6/30/04
	Keady	Kyle	1	6/30/04
	Levesque	Dennis	1	6/30/04
	Marcinkewicz	Meredith	1	6/30/04
	Shipton	Sylvia	1	6/30/04
	Shultz, Jr.	Charles	1	6/30/04
	Thibault	James	1	6/30/04



Appointed Only

BOARD	LAST	FIRST	TERM	EXPIRES
	Thibodeau	Paul	1	6/30/04
Montachusett Reg	Bresnahan	Timothy	1	6/30/04
	Colburn	Charles	1	6/30/04
Nashoba Valley Technical H.S.	Guercio	Dolores	3	3/31/06
	Vacancy		3	3/31/04
NVTHS Alternate	Vacancy		1	6/30/03
Personnel Board	Keady	Kyle	1	6/30/04
	Przybyla	Paul	3	6/30/04
	Vacancy		3	6/30/05
	Vacancy		3	6/30/06
	Vacancy		2	6/30/03
Plumbing Inspector-Alternate	Bigelow	John	1	6/30/04
Plumbing/Gas Inspector	Friedrichs	Robert	1	6/30/04
Recycling Committee	Dressler	Alan	1	6/30/04
	Vacancy		3	6/30/03
	Vacancy			6/30/02
Republican Election Worker	Ablett	Carl	1	6/30/04
	Bowden	Jean	1	6/30/04
	Brownell	Linda	1	6/30/04
	Caissie	Rhonda	1	6/30/04
	Chamberlain	Shannon	1	6/30/04
	Clark	Mary Lou	1	6/30/04
	Crory	Joanne	1	6/30/04
	Cullen	Barbara	1	6/30/04
	Farrar	Camille	1	6/30/04
	Hanson	Sheryl	1	6/30/04
	Lindley	Lucille	1	6/30/04
	Masiero	Barbara	1	6/30/04
	McNair	Muriel	1	6/30/04
	Przybyla	Paul	1	6/30/04
	Schubert	Jean	1	6/30/04
	Sefranek	Thomas	1	6/30/04
	Tohline	John	1	6/30/04
Right To Know Coordinator	Levesque	Dennis	1	6/30/04
S.H.I.P. CAC	Derosier	Father	1	6/30/04
	Hill	Sandra	1	6/30/04
	Levesque	Alphee	1	6/30/04
	Shea	Ruth	1	6/30/04
	Shipton	Sylvia	1	6/30/04
School Building Committee	Chevrette	Albert	1	6/30/04
	Dill	Richard	1	6/30/04
	Hatch	Richard	1	6/30/04
	Higgins	William	1	6/30/04
	Olson	Eric	1	6/30/04
	Prescott	William	1	6/30/04
	Reischutz	Joyce	1	6/30/04
	Shultz, Jr.	Charles	1	6/30/04
	St. Coeur	William	1	6/30/04
	Swanton	Michael	1	6/30/04
	Thibault	James	1	6/30/04
Sealer of Weights & Measures	Aaltonen	Eric	1	6/30/04
Selectmen - Adm. Assistant	Cardillo	Marian	1	6/30/03
Selectmen - Secretary	Rocco	Kathleen	1	6/30/04
Sewer Commission	Farrar	Camille	3	6/30/06
	Farrar, Jr.	Donald	3	6/30/05
	Guercio	Leonardo	3	6/30/04



Appointed Only

BOARD	LAST	FIRST	TERM	EXPIRES
Shirley Police Chief	Thibodeau	Paul	3	6/30/04
Shirley Police Lieutenant	Massak	J. Gregory	1	6/30/04
Shirley Police Sergeants	Nickerson	Kevin	3	6/30/06
	Prentiss	Dale	3	6/30/04
Shirley Police Corporal	Violette	Peter	3	6/30/04
Shirley Police Matron	Cooley	Earlene	1	6/30/04
	Kinirey	Mary Ann	1	6/30/04
	Rice	Mary	1	6/30/04
	Trollope	Arlene	1	6/30/04
	Vear	Stacey	1	6/30/04
Shirley Police Patrolman	Clark	Steve	3	6/30/06
	Gerakines	James	1	6/30/04
	Gushlaw	Gregory	1	6/30/04
	LaPrade	Craig	3	6/30/04
	Moody, Jr.	Everett	1	6/30/04
	Perry	Patrick	1	6/30/04
	Schaeffer	Timothy	1	6/30/04
Shirley Police Reserve Officer	Coke	Gary	1	6/30/04
	Gorini	Cheryl	1	6/30/04
	Jackson, Jr.	Merkendrick	1	6/30/04
	Jenkins	Dale	1	6/30/04
	Keady	Keith	1	6/30/04
	Kinirey	Mary Ann	1	6/30/04
	Lanteigne	David	1	6/30/04
	Santiago	Samuel	1	6/30/04
	Walkonen	Edward	1	6/30/04
	Wheeler	Tobby	1	6/30/04
Special Police Officer	Feeley	Kevin	1	6/30/04
	Finn	Robert	1	6/30/04
	Goguen	Jesse	1	6/30/04
	Griffin	Ryan	1	6/30/04
	Henderson	Gary	1	6/30/04
	Kularski	Andrew	1	6/30/04
	Moore	Christopher	1	6/30/04
	Nelson	Edward	1	6/30/04
	Sampson	Tom	1	6/30/04
	Soultanian	Robert	1	6/30/04
	Windhol	John	1	6/30/04
Town Accountant	Forrest	Patricia	1	6/30/04
Town Administrator	Keady	Kyle	1	6/30/04
Town Counsel	Kopelman and	Paige	1	6/30/04
Town Treasurer	Johnston	Kevin	3	6/30/06
Veteran's Agent	Sweeney	Bernard	1	6/30/04
Wiring Inspector	Thibault	James	1	6/30/04
Wiring Inspector-Alternate	Gagnon	Raymond	1	6/30/04
Zoning Board of Appeals	Green	Charles	4	6/30/05
	Kovner	Marcia	4	6/30/06
	Palinsky	Sharon	5	6/30/06
	Sizer	Rachel	5	6/30/04
	Thibault	James	5	6/30/08
	Vacancy		4	6/30/04
	Vacancy		5	6/30/07
Zoning By-law Review	Deveau	Armand	2	6/30/05



Appointed Only

BOARD	LAST	FIRST	TERM	EXPIRES
	Hatch	Richard	2	6/30/05
	Marino	Lisa	1	6/30/04
	Rounds	John	1	6/30/04
	Thibault	James	2	6/30/05
	Vacancy		2	6/30/03

